



RAILS New Director Welcome

RAILS New Director Checklist

Welcome to RAILS! As a new public library director, please use this checklist to ensure that you are taking advantage of the many member benefits that RAILS has to offer.

My library participates in the following available to libraries without charge:

- Explore More Illinois – *Cultural attraction pass program* ☐
- Inkie.org - *Statewide local content creation/publishing resource* ☐

My library participates in the following advantageously priced programs:

- Find More Illinois – *Statewide ILL platform* ☐
- eRead Illinois – *Cooperative e-book/audiobook program* ☐
- HR Source – *Employment/HR support discount program* ☐

I have:

- Subscribed to the Director's Only email list ☐
- Created and/or updated my info on L2 (Library Directory & Learning Calendar) ☐
- Used RAILS' FOIA/OMA Hotline ☐
- Spoken to trustees about trustee training available on the RAILS website ☐

My staff and I have:

Communications & Networking

- Explored the RAILS website using individual L2 account logins for full access ☐
- Subscribed to the weekly *RAILS E-News* ☐
- Subscribed to RAILS email lists of interest ☐
- Joined RAILS networking groups of interest ☐
- Used the member directory or event calendar in L2 ☐

Continuing education

- Used L2 to sign up for upcoming live RAILS webinars * ☐
- Accessed archived RAILS webinars from the RAILS website* ☐

Resource sharing

- Viewed the RAILS Deals & Discounts page* ☐
- Used the RAILS Policies/Procedures/Plans/Job Descriptions collections ☐
- Initiated or answered a RAILS Fast Facts Survey ☐
- Used the RAILS Free/For Sale/Wanted section on the RAILS website ☐

Delivery

- Used the RAILS Delivery Help Desk email ☐

My Library is...

- Used the My Library Is... website ☐

* - Requires L2 login to access

Other RAILS communication channels & social media:

Sparks! Podcast | RAILS Facebook | RAILS Twitter | RAILS Instagram | RAILS LinkedIn | RAILS YouTube

Have a question? Contact us!

RAILS Communications, communications@railslibraries.info, 630.734.5000

AGENDA

- Introductions
- What is RAILS?
- L2
- Continuing education/consulting
- Grants
- Resource sharing
- Support for e-books
- Member connections
- My Library Is... campaign
- Deals & discounts
- Other topics



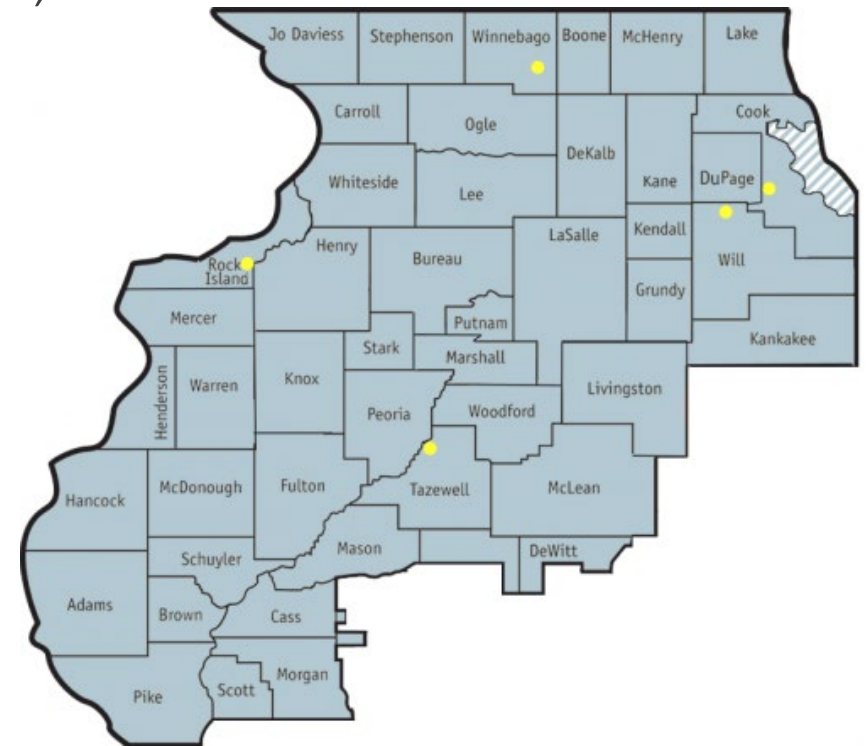
INTRODUCTIONS

1. Previous experience/background
2. Familiarity with RAILS
3. Immediate questions or concerns



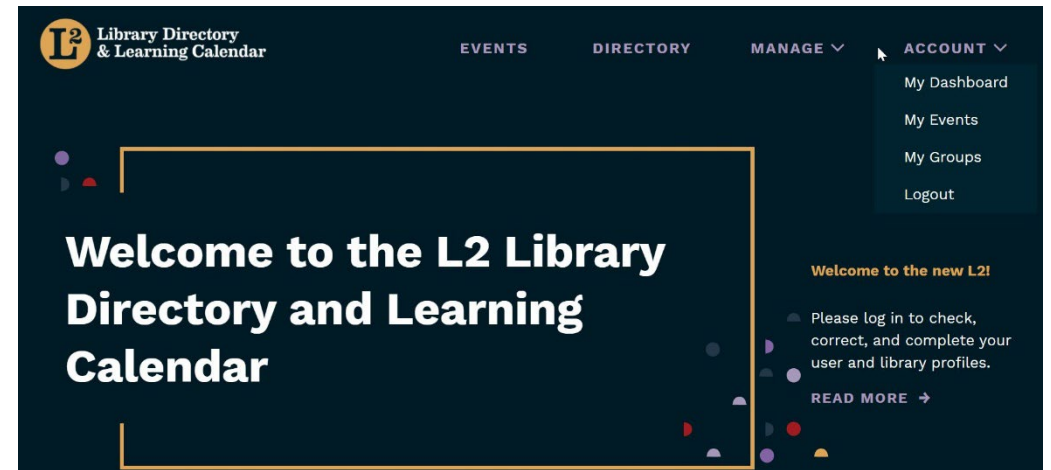
WHAT IS RAILS

- Multitype library system: academic, public, school, special
- 1,300 libraries (around 400 public libraries)
- Funded by the Illinois State Library (Secretary of State's Office)
- Delivery service hubs:
 - Bolingbrook
 - Burr Ridge
 - Coal Valley (Quad Cities)
 - East Peoria
 - Rockford



LIBRARY LEARNING (L2)

- State-wide calendar of events
- Handles registration
- Database of RAILS libraries
- Directors must approve affiliations for staff/boards
- Please contact Help Desk for any questions



RAILS CONTINUING EDUCATION

- All webinars are free; most are archived
- Find upcoming webinars on L2 calendar or on the RAILS website (L2 login req)
- Archived webinars can be found on the RAILS website (L2 login req)

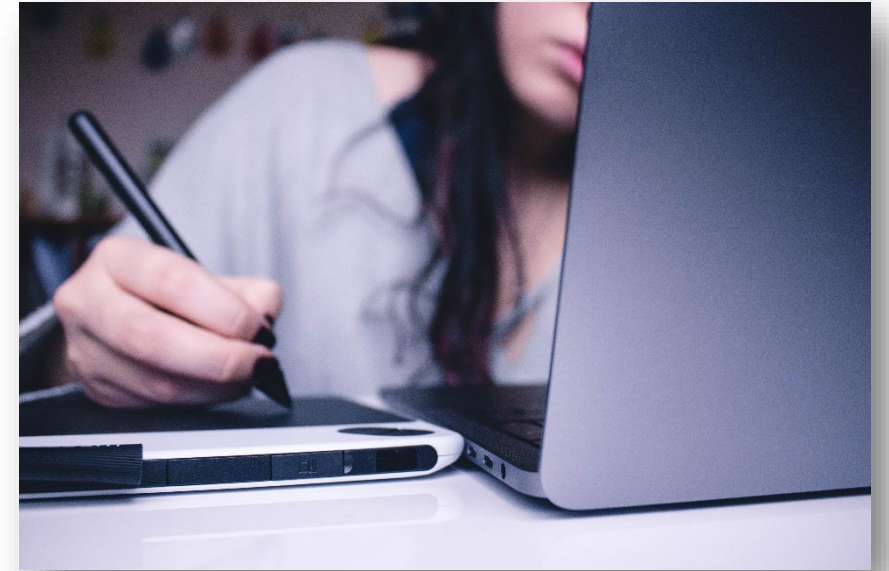


DIRECTOR ESSENTIALS SERIES

Online training by Kate Hall and Kathy Parker

Authors of the *Public Library Director's Toolkit*

- Director Essentials - Finances
- Director Essentials - Human Resources
- Director Essentials - Working with Trustees
- Director Essentials - Facilities



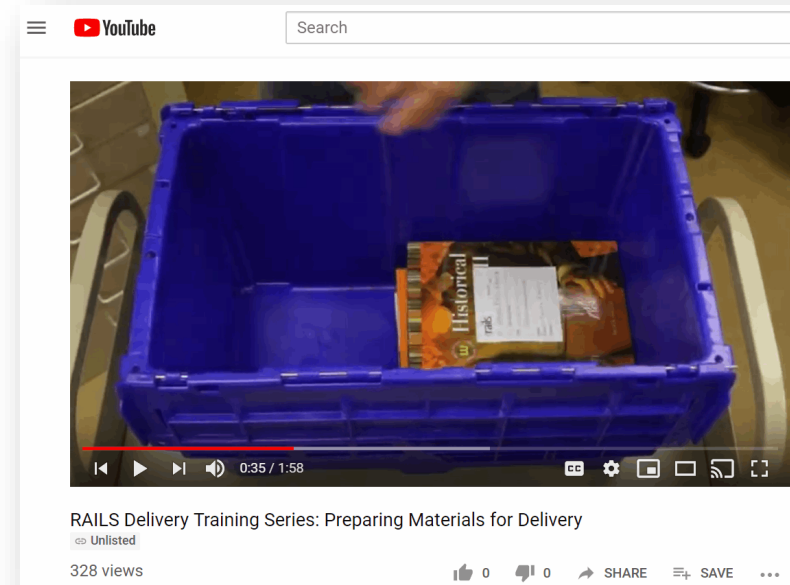
OTHER CE/CONSULTING RESOURCES

- Trustee training – webinars and more
- HR Source (\$) – Employment law/HR services
- FOIA/OMA Hotline – free for directors
- Consultant directory



RESOURCE SHARING

- All interlibrary delivery is free in the state of Illinois
- What is interlibrary loan?
- What is an LLSAP?
- RAILS Catalog Membership Grant
- Other catalog resources



FIND MORE ILLINOIS

- ILL facilitation tool
- Local to Illinois; run through RAILS
- Alternative to OCLC
- Free to join until July 2023



SUPPORT FOR E-BOOKS

- **eRead Illinois (\$)** - membership based e-book program
- **Inkie.org** - resources supporting local readers and writers



EXPLORE MORE ILLINOIS

- Cultural pass program which allows cardholders to get offers from museums, art galleries, historical societies and more!
- Free for libraries, free for cardholders



MEMBER CONNECTIONS

Please encourage staff to:

- set up a personal L2 account
- sign up for any of our 40+ email lists
- Subscribe to the RAILS E-News
- Subscribe to our *Sparks* podcast
- Follow RAILS on social media -->



SHARING & SURVEYS

- Sample policies/procedures – download real policies from real RAILS libraries
- Sample job descriptions – great for hiring processes!
- Fast Facts Surveys – create your own survey
- Free/for sale/wanted – Craigslist for libraries!



MY LIBRARY IS... CAMPAIGN

- Helping libraries tell their story
- Free templates including our talking points documents
- Real plans and examples of library marketing/promotion



Talking Points
to craft successful library conversations

Download four library versions:

- Academic
- Public
- School
- Special

mylibraryis.org

 My Library Is... 

The image shows a promotional graphic for the 'My Library Is...' campaign. It features a dark blue background with a collage of four sample 'Talking Points' documents for different library types: 'My Academic Library Is...', 'My Public Library Is...', 'My Special Library Is...', and 'My School Library Is...'. Each document has a yellow header and contains various talking points and statistics. To the right of the documents, the text 'Talking Points to craft successful library conversations' is written in a yellow, stylized font. Below this, it says 'Download four library versions:' followed by a bulleted list: 'Academic', 'Public', 'School', and 'Special'. At the bottom, there is a red banner with the website 'mylibraryis.org' in white text. Below the banner, the 'My Library Is...' logo is shown next to the 'RAILS' logo, which consists of the letters 'RAILS' in a stylized, blocky font with a train track graphic integrated into the letter 'A'.

DEALS & DISCOUNTS

- RAILS works with major vendors to get the best pricing available
- Vendors include: Demco, EBSCO, Gale, WorldBook
- Deals depend on the vendor
- RAILS will frequently make demos available
- Deals change frequently, please check back for the most recent pricing

OTHER TOPICS

- Equity, Diversity, & Inclusion
- COVID-19 & Libraries
- E-Book Pricing
- Membership Standards
- Annual Certification
- Library Closings
- Cataloging Resources
- Reciprocal Access & Borrowing
- Nonresident Cards & IGAs



CONTACT INFORMATION

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