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DRAFT MINUTES

RAILS BOARD CONSORTIAL DELIVERY DATA WORKING GROUP COMMITTEE MEETING

Monday, August 24, 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 10:00 a.m.

2. Roll Call of Members
   RAILS Burr Ridge: Matt Hammermeister (Pinnacle), Scott Brandwein (SWAN), Debra Wischmeyer (CCS)
   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: Grant Halter (Chair), Mark Hatch, Alice Grabowski (designated notetaker), Liana Hirner
   Guests in attendance at RAILS East Peoria: Kendal Orrison
   Guests via Zoom: Ryan Hebel

4. Public comments
   There were no public comments.
   Adoption of the Consent Agenda

   4.1. Adoption of the Agenda
   4.2. Approval of the RAILS Board Consortial Delivery Data Working Group Committee Minutes of June 22, 206

   Slaney moved and Tribley seconded the approval of the consent agenda as presented. The motion was unanimously approved.

5. Unfinished Business
   5.1. Review of Documentation of Standard LLSAP (Local Library System Automation Program) Policies
   Halter reviewed the top-level goals which provided context so discussion can promote confidence in the delivery data working group. He included best practices for gathering

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reliable reporting data with consideration of items that will make it easier for non-LLSAP libraries.

5.1.1. Item Status assumptions

Halter provided an introduction on reporting assumptions from LLSAP and transit item status.

Committee members discussed reporting accuracy challenges across all LLSAP systems, including holds, checkout procedures, expired holds, transaction challenges, and system-specific processing. They also addressed materials sent outside the consortia and differences in how individual libraries process them.

The RAILS delivery records bin counts, which are used to calculate averages during four annual counts; each service center has a different bin volume. This audit captures only 25% of the data. Whereas, Heartland and SHARE use automated procedures, while their smaller libraries conduct manual counts.

5.1.2. LLSAP and Library policies that may impact reporting

It was noted that Symphony libraries operate differently from Polaris-based libraries.

5.1.3. Overall impact of items not captured by ILS

Because correcting LLSAP and individual library processing practices is challenging, this reporting will help establish a more accurate error rate.

The committee discussed variables that may cause minor errors, including damaged items, mislabeled routing slips, and items returned to the wrong library.

6. New Business

6.1. Reporting Preparation

6.1.1. Reporting Framework

Similar overall report generation might look different between LLSAPs. The challenges with the reporting are asked to be documented along with reports on these nuances.

The committee discussed the project's reporting data by category and determined that each LLSAP will provide the sending library, date, and number of items. In setting the reporting period, the committee considered delivery spikes on certain days or weeks. Each LLSAP will submit a monthly report with daily and weekly totals, a decision that accounts for reporting challenges across the LLSAPs.

For auditing purposes, reports must name the originating library so that any issues can be investigated. LLSAPs can clean the data for long-term use, with Halter assisting as needed. Individual libraries will generate reports for August, and a follow-up email will provide the reporting parameters. Halter will aggregate the data after it is

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submitted in the preferred format. Each LLSAP was also asked to document relevant data terms and system-specific definitions to clarify how transit is calculated across the systems.

6.1.2. Definitions
PrairieCat expressed the challenges they will face collecting the delivery data and asked for clearer definitions on the data needed.

6.1.3. Standardization challenges
Each LLSAP was also asked to document relevant data terms and system-specific definitions to clarify how transit is calculated across the systems.

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, October 26, 2026, at 10:00 a.m. Potential for future meetings will be to include representation from SHARE (Sharing Heartland's Available Resource Equally) and Wayne Dixon from RAILS. Next meeting will cover the review and discussion of report results.

8. Adjournment
Halter adjourned the meeting at 11:32 a.m.

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