



20 October 2017

TO: RAILS Board of Directors

FROM: Dee Brennan

SUBJECT: Committee charges

Charges for the Delivery Committee, System Membership Standards Committee and Consortia Committee are included in the packet for board discussion. The Consortia Committee met on October 16 and discussed the need to update the existing charge for that committee. The System Membership Standards Committee and the Delivery Committee have not met in quite some time.

Some issues to consider regarding these committees and their charges:

Stakeholders and membership: are all the stakeholders part of the committee?

Charge accomplished: is the work of the committee done? Do we still need the committee?

Additional committees: Are there other issues that would benefit from committee work?

Board president Kate Hall asked the Board to discuss these charges at the October board meeting. RAILS staff will work on suggestions that come from this discussion for further discussion and action at the November meeting. New charges would go into effect in January of 2018.

RAILS Consortia Committee

Membership

The RAILS Consortia Committee is comprised of two members of the RAILS board and up to two representatives from each shared catalog or interlibrary loan consortium within RAILS that chooses to participate. Consortia invited to participate include:

- Cooperative Computer Services (CCS)
- I-Share
- Library Integrated Network Consortium (LINC)
- LINKin
- Multitype Automation Group in Cooperation (MAGIC)
- Northern Illinois Cooperative (NIC)
- Pinnacle Library Cooperative (PLC)
- PrairieCat
- Resource Sharing Alliance NFP (RSA-NFP)
- Rock River Library Consortium (RRLC)
- System Wide Automated Network (SWAN)

The RAILS Board President shall annually appoint the two members from the RAILS board, one of whom shall serve as the committee's chair. Each consortium shall annually designate one or two representatives to the committee. Each consortium may also designate an alternate representative, but the alternate may only vote when one of the primary representatives is absent. New representatives are seated at the first meeting after the beginning of the RAILS fiscal year in July. Interim appointments may be made when necessary to fill vacant seats.

Ex officio members include the RAILS Board President; RAILS Executive Director; RAILS Associate Executive Director; RAILS Director, Technology Services; Director of the Illinois State Library; and Executive Director of the Illinois Heartland Library System.

Charge

The committee will investigate and recommend ways to improve and increase consortial resource sharing in Illinois, particularly among member libraries in RAILS, to provide the best library services to Illinois residents and optimize the use of tax dollars. This includes:

- Serving as a means of communication among RAILS and its consortia
- Establishing a shared understanding of the benefits of resource sharing for Illinois libraries and residents
- Investigating best practices in resource sharing in Illinois and other states and developing core philosophies and practices that will facilitate resource sharing

- Identifying current barriers to resource sharing and developing a plan to overcome them
- Making recommendations on how RAILS can support consortia to ensure continuity of services, enhance services to consortial members, make membership more affordable, promote the advantages of consortial membership, and foster cost-effective resource sharing among Illinois libraries
- Creating and overseeing working groups as needed on specific topics. These may include, but are not limited to:
 - The RAILS discovery and fulfillment overlay project
 - Collaborative approaches to shared needs, such as cataloging, training, and documentation
 - Costs and benefits of multiple integrated library system platforms
 - Governance models for collaborative projects
 - Financial models for collaborative projects and for RAILS allocation of support to LLSAPs
 - Methods of meeting the diverse resource sharing needs of different types of libraries

Working Groups

After the Consortia Committee determines the need for a working group, the committee shall develop and approve a charge for the working group that includes guidelines for membership and the time period. Working group membership need not be limited to Consortia Committee members and need not include representatives from all consortia. Representatives from libraries with standalone integrated library systems may be included when needed based on the working group's charge. RAILS will be represented by at least one ex officio member.

The Consortia Committee chairperson will appoint working group members and designate the group's chairperson. Members serve for the entire period of the working group.

Delivery Committee

Charge

Explore, evaluate, and recommend policies, practices, and methods of physical delivery of library materials to enhance resource sharing among RAILS member libraries and within Illinois. Committee tasks include:

- Exploring how RAILS delivery services can best meet the changing delivery needs of RAILS member libraries and the population they serve
- Exploring how RAILS member libraries can best cooperate with RAILS delivery to facilitate resource sharing
- Recommending improvements and changes to achieve fair and equitable delivery services to libraries and to make delivery service as effective and efficient as possible
- Understanding and working with the recommendations of the Illinois State Library Delivery Advisory Committee to assist in improving statewide delivery services

Membership

- Appointed annually by the RAILS Board President
- The committee shall include representatives from the RAILS Board and from RAILS member libraries.
- Ex officio members include the RAILS Board President, the Executive Director, the Associate Executive Director, and the Delivery and Facilities Director.

System Membership Standards Committee

Charge

Develop membership standards and criteria for school, public, academic and special library members of RAILS that will ensure the broadest possible participation in RAILS and the best possible library services to users of RAILS member libraries. Committee tasks include:

- Conducting an environmental scan of standards in other states
- Understanding the requirements in Illinois for different library types
- Developing core training requirements for library directors
- Developing and evaluating possible tiers of requirements and appropriate criteria for the levels, such as budget, population served, Equalized Assessed Value (EAV), etc.
- Working collaboratively with the Illinois State Library and Illinois Heartland Library System on issues relating to membership standards

Membership

- The committee shall include representatives from the RAILS Board and from RAILS member libraries of various types.
- Ex officio members include the RAILS Board President, the Executive Director, and Director, Membership Development and Resource Sharing.