RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

18 October 2019

TO: **RAILS Board of Directors**

FROM: **Deirdre Brennan**

SUBJECT: **System membership standards**

In your packets, you will find the draft of membership standards that we are proposing to add to the library certification process starting in 2021.

As I have reported in the past, our work on standards has been going on for more than 3 years and our proposals have changed markedly, both in response to feedback from members and other stakeholders, and to work that ILA and the State Library have undertaken. We are now at a very serendipitous point; all three of our organizations are in the process of updating standards and are working together to create a streamlined process and updated content that will be launched to libraries in 2021.

Brian Shepard, Executive Director of the Indian Trails Public Library District, was also the chair of the ILA committee that revised *Serving our Public*. He and I will be presenting a program at ILA where we will lay out our proposals for 2021. Greg McCormick of the State Library also plans to join us and assist in answering questions about the State Library's plans.

I will provide more details and updates at the board meeting.

Draft of Additional Certification Questions

1. **Does your library director meet the corresponding education level per your service population range?**

Service Population	Education Level	Director's University
2,499 or less	High school degree	Must complete if less than two years of experience as library director
2,500 to 14,999	Bachelor's degree in library science, or a bachelor's degree in another subject plus a Library Technical Assistant certificate	Must complete if less than two years of experience as library director
15,000 or more	Master's degree in library science	Must complete if less than 2 yearsexperience as library director

2. **When will the library participate in a shared bibliographic database, such as a shared catalog consortium, Find More Illinois, or OCLC WorldCat [Ill. Adm. Code 3030.200 a2N]**
   a. The library currently participates in a shared bibliographic database.
   b. The library plans to participate in a shared bibliographic database by 2022.
   c. The library does not plan to participate in a shared bibliographic database by 2022.

3. **Does the library spend 8.00% or more of its operating budget on collections?**

4. **Does the library meet the corresponding hours per week, days per week, and times of time levels below?**

Population Size	Hours per Week	Days per Week	Portion of Day
1,999 or less	20	3	Open before noon on weekdays Open after 5pm on weekdays Some weekend hours
2,000 – 4,999	25	3	Open before noon on weekdays Open after 5pm on weekdays At least 4 weekend hours
5,000 – 9,999	35	4	Open before noon on weekdays Open after 5pm on weekdays At least 4 weekend hours
10,000 – 14,999	40	5	Open before noon on weekdays Open after 5pm on weekdays At least 4 weekend hours
15,000 – 24,999	50	6	Open before noon on weekdays Open after 5pm on weekdays At least 8 weekend hours
25,000 – 49,999	55	6	Open before noon on weekdays Open after 5pm on weekdays At least 8 weekend hours
50,000 or more	60	7	Open before noon on weekdays Open after 5pm on weekdays At least 12 weekend hours

Definitions

Collections: The total accumulation of books and other materials owned by a library, cataloged and arranged for ease of access, often consisting of several smaller collections (reference, circulating books, serials, government documents, rare books special collections, etc.).

Operating budget: A combination of known expenses, expected future costs, and forecasted income over the course of a year. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. For academic, school, and special libraries, some of these expenses may be included in the operating budget of the parent organization and not reflected in the library's budget.