

February 16, 2024

**TO: RAILS Board**

**FROM: Monica Harris, Executive Director**

**SUBJECT: 8.2 RAILS Universal Service Committee Charge**

The RAILS Board Universal Service Committee met on September 7 and December 7, 2023 and reviewed proposed changes to the Universal Service Committee Charge, which was last updated October 26, 2019. The Committee approved the draft Charge as presented and voted unanimously at their December 7 meeting to approve it for recommendation to the RAILS Board. In your packet is the new revised charge as well as a revision document detailing the proposed changes.

Changes included:

- Standardization of language (addition of RAILS before 'Board members, listing of individual RAILS staff positions as ex officio, etc.) for consistency with other RAILS Board Committee charges.
- Addition of language detailing appointment process and schedule for seating committee members.
- Update in data for unserved population in Illinois and RAILS service area reflecting current Census data (2020)
- Addition of RAILS Advocacy committee as collaborative partner for sharing information
- Removal of duplicative membership details including Illinois State Library direct participants (at their request)

I look forward to answering any questions at our February 23 meeting.

# Universal Service Committee

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## Membership

- [RAILS Board members](#),–
- [Member library representatives](#) ~~directors and trustees~~, ~~ISL staff~~
- [RAILS Executive Director \(ex officio\)](#)
- [Associate Executive Director \(ex officio\)](#)
- [Consulting and Continuing Education Director \(ex officio\)](#)

~~RAILS staff: Executive Director, Consulting and Continuing Education Director, Member Engagement Manager~~

The RAILS Board President shall annually appoint at least two members from the RAILS Board. Representatives from member libraries serve for two years and may serve for two consecutive terms. Terms shall be staggered so that half of member library representatives are appointed each year. There will be no alternate representatives.

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.

## Quorum and Voting

A majority of the members on the Universal Service shall constitute a quorum.

## Charge

Recognizing the importance of extending service to the ~~approximately more than~~ 1 million unserved residents in Illinois, ~~nearly 500,000 673,689~~ of which are in RAILS, RAILS has established a task force to explore solutions to the unserved. RAILS adopted a plan in October of 2016 which ~~has been updated but~~ should be reviewed and changed as decided by the committee.

The committee will:

- Review the current RAILS plan to serve the unserved and document progress.
- Prioritize goals and objectives in the plan and develop appropriate action steps.
- Be a voice for the unserved by bringing the issue to the attention of local libraries and boards of trustees.
- Develop a thorough understanding of the reasons why there are unserved residents and the implications both for the individuals affected, libraries and Illinois as a whole.
- As appropriate, share information and work collaboratively with the RAILS Board Resource Sharing Committee, [RAILS Advocacy Committee](#), ILA Public Policy Committee and ILA Advocacy Committee.

~~Membership:~~

~~Board members~~

~~Member library directors and trustees~~

~~ISL staff~~

~~RAILS staff: Executive Director, Director of Membership Development and Resource Sharing, Member Engagement Manager~~



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