

## WMRLS COMMITTEES 2009

### STANDING COMMITTEES:

#### **Finance:**

*Responsibilities:* Review and recommend annual budget for Exec Board approval; review internal financial controls, particularly relative to the handling of cash; meet annually with the auditor to review draft of annual financial statements before they are released; semi-annual review/adjustment of budget; recommend by-law changes relevant to finances.

#### **Personnel:**

*Responsibilities:* Review personnel policies and make recommendations to the Exec. Board regarding such policies; review job descriptions, job classifications, and salary ranges, and make recommendations to the Exec. Board pertaining to those areas; recommend by-laws changes relevant to personnel; perform an annual review of the Regional Administrator, based on agreed-upon measurable goals and objectives and report the results to the Exec. Board; support the staff development efforts of the Regional Administrator.

#### **Nominating:**

*Responsibilities:* Seek out new members for standing committees as terms expire or resignations occur, drawing from a broad spectrum of regional membership. Responsible for making sure new members receive an introductory packet and orientation to the Board and to WMRLS staff.

#### **By-Laws:**

*Responsibilities:* Review by-laws in relation to institutional needs, in comparison with other regional systems' by-laws, and in response to member library, WMRLS staff or Exec. Board recommendations. Present to Exec. Board for approval and submission at WMRLS Council of Members meetings.

#### **Small Library Committee:**

This committee, with representatives from public libraries in towns with populations under 10,000, provides input and feedback on services and future directions for services for these libraries. Much of the initial impetus was from the \$20,250 LSTA Open Projects "Small Library Study" grant that was conducted from November 2005 to July 2006. This project spawned the 2 year "Together We Thrive" LSTA grant that has been providing Circuit Rider assistance to most of the small public libraries in the Western Region.

### AD HOC COMMITTEES:

#### **Marketing/PR Committee:**

This Ad Hoc Committee begun in calendar year 2006 assisted WMRLS in the development of a new logo, signage, stationery and website appearance, along with other publicity efforts. An effort is made to participate in and coordinate with activities of a statewide public relations committee.

### ADVISORY COMMITTEES:

**Continuing Education:** This committee reviews topics suggested on workshop evaluation forms and suggests new programs and online courses. Every couple of years a new region-wide continuing education survey is conducted.

**Reference & Databases:** Identify member library priorities for Regional Reference services and for electronic resources, both statewide through the MBLC contract, and through WMRLS, as budget funds permit. Recommend and sponsor continuing education opportunities of interest to reference professionals.

**Resource Sharing (formerly ILL/Delivery):** Provide feedback and suggestions to WMRLS staff in meeting the changing needs and emerging trends in interlibrary loan and delivery, both within the region and statewide. Promote adherence to the Resource Sharing Best Practices document approved by the MBLC in the fall of 2006 and ongoing delivery business.

**Youth Services:** With the Statewide Summer Reading Program now being outsourced by the Regions, a WMRLS-specific committee may not be needed at this point.