

Illinois Heartland Library System
Transition Board of Directors Organizational Meeting
6:00 pm; March 29, 2011
Hilton Garden Inn, Effingham, Illinois
AGENDA

This is the Organizational Meeting of the Illinois Heartland Library System Transition Board. The Transition Board is comprised of 15 members appointed by the Boards of Lewis and Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, and Shawnee Library System for consideration by the Southern System Planning Panel. The Panel ratified the members to the Board on February 26, 2011 including the statement that if a member cannot serve, that system will submit a replacement. The Transition Board is as follows:

Public Library Trustee Representatives

Val Green
Rochelle Funderburg
Janet Hasten
Linda McDonnell
JoAnn Nabe
Bill Randall
Tom Turner
Nina Wunderlich

School Representatives

Karen Bounds
Katie Marsh
Anieta Trame

Public Library Representatives

Amy Ihnen
Diane Steele

Academic Library Representative

Miranda Shake

Special Library Representative

Mary Ann Pohl

1. Call to Order – Meeting Convener – The Convener for the meeting will be determined by drawing a name from a hat of those Board Members present who have previously been a member of the Southern System Planning Panel.
2. Roll Call – Recording Secretary
3. Bylaws for the Illinois Heartland Library System
Resolution No: TBR 2011-01; Document No: TBD 2011-01
4. Election of Officers
Document No: TBD 2011-02
 - a. President (After election the elected President continues the meeting)
 - b. Vice President
 - c. Secretary

- d. Treasurer
- e. Open Meetings Act Designee
- f. Freedom of Information Designee

5. Public Comments

If a member of the audience desires to speak to the Board, please complete the public comment sheet provided at the entrance to the meeting and give to the Board Secretary. When making a comment, please state your name, affiliation and nature of your business.

6. Minutes

7. Financial Report

8. President's Report

9. Staff Report

10. Committee Reports

11. ISL Report – Greg McCormick; Lawren Tucker

12. Unfinished Business

13. New Business

- a. Electronic Meeting Policy
Resolution No: TBR 2011-02; Document No: TBD 2011-03
- b. Strategic Plan
Resolution No: TBR 2011-03; Document No: TBD 2011-04
- c. IMRF Resolution
Resolution No: TBR 2011-04
- d. COBRA and IMRF Retiree Benefits
Resolution No: TBR 2011-05
- e. Nominating Committee Process
Resolution No: TBR 2011-06
- f. Transition Board Staff Support
Resolution No: TBR 2011-07
- g. Standing and Ad Hoc Committees
Document No: TBD 2011-05
Document No: TBD 2011-06
- h. Executive Director
Document No: TBD 2011-07
Document No: TBD 2011-08
Document No: TBD 2011-09
- i. Meeting Dates April 2011 – June 2011
Resolution No: TBR 2011-08
- j. Other

13. Announcements

Resolution No: TBR 2011-01

Subject: Bylaws

Recommended By: Southern
System Planning Panel

Date: March 29, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The Southern System Planning Panel endorsed the Bylaws for the Illinois Heartland Library System on February 26, 2011 following comments from the System Boards of Lewis & Clark Library System; Lincoln Trail Libraries System; Rolling Prairie Library and System; Shawnee Library System. The Panel recommends that the Illinois Heartland Library System Transition Board adopt the Bylaws as attached in TBD 2011-01.

The Illinois Heartland Library System does hereby resolve to approve the Bylaws -- TBD 2011-01.

**Illinois Heartland Library System
Transition Board Document No: TBD 2011 - 01**

**Bylaws of the
Illinois Heartland Library System**

Article I Name

The name of the organization shall be Illinois Heartland Library System, hereinafter referred to as the System.

Article II Authority

The System derives its authority from the Illinois Library System Act, 75 Illinois Compiled Statutes 10/1 et.seq. as amended; and operates in accordance with the Administrative Rules of Title 23, Part 3030 of the Illinois Administrative Code (hereinafter called "Administrative Rules") promulgated thereunder.

Article III Purpose/Objectives/Vision & Mission

Section 1. The System is a cooperative multitype library system serving academic, public, school, and special libraries of central and southern Illinois in the counties of Alexander, Bond, Calhoun, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Douglas, Edgar, Edwards, Effingham, Fayette, Ford, Franklin, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Macon, Macoupin, Madison, Marion, Massac, Menard, Monroe, Montgomery, Moultrie, Perry, Piatt, Pope, Pulaski, Randolph, Richland, Sangamon, Saline, St. Clair, Shelby, Union, Vermilion, Wabash, Washington, Wayne, Williamson, White, and parts of DeWitt, Logan and Mason and other counties that may be associated with the System in the future..

Section 2. The System envisions a future where all libraries and information partners collaborate to provide accessible and innovative services. (Vision) The System is a community of multitype libraries developing partnerships and sharing resources in pursuit of excellent service. (Mission)

Section 3. In accordance with its Strategic Plan and its Annual Plan of Service, the System provides services and facilitates cooperation among its member libraries in order to implement the objectives stated in the Illinois Library System Act, the Administrative Rules of Title 23, Part 3030 of the Illinois Administrative Code.

Section 4. To achieve its purpose, the System responsibly utilizes the Area & Per Capita Grant appropriation from the Illinois General Revenue Fund and Live and Learn Fund as disbursed and administered by the Illinois State Library as a department of the Secretary of State's Office. Additionally, the System actively pursues alternative revenue streams and earned income opportunities to fulfill its mission.

Article IV Fiscal Year

The fiscal year of the System shall begin with July 1 and end with June 30.

Article V Membership

Section 1. The statutes and administrative rules of the State of Illinois and the Membership Criteria of the System govern Membership in the System. All academic, public, school and special libraries whose governing authority headquarters are within the geographic boundaries of the System are eligible to

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apply for membership. Participating libraries will hereinafter be known as Members. Acceptance is subject to the approval of the Board of Directors of the System and the State Librarian and implies agreement by the applying library to applicable State statutes and rules and to the System's Bylaws, policies and Plan of Service. Members agree to comply with policies, rules and regulations required for maintaining Membership.

Section 2. Any Member library may be suspended from Membership if not in compliance with State statutes or System requirements. Members will remain in good standing as long as they meet System and State Membership criteria. Specific information about Suspension can be found in the Administrative Rules (3030.115).

Section 3. Transfer of a Member library to another System shall be governed by the administrative rules of the Illinois State Library.

Section 4. Upon written notice on or before April 1 of any year, a member library governing authority may voluntarily terminate System membership on or before June 30 of the same year (the end of the System's fiscal year) and upon fulfillment of all outstanding obligations to the System.

Article VI Board of Directors

Section 1. The System shall be governed by a Board of Directors of fifteen (15) members. No library shall be represented by more than one Board member. All Board members must be eligible electors in the geographical area of the System. Eligible electors are individuals who are eligible to register to vote within the territory of the System.

Section 2. Duties of Board

The Board of Directors of the System shall have the authority to make such policy to carry out the spirit and intent of The Illinois Library System Act, and shall have the powers conferred by the Act.

Section 3. The Board of Directors shall be composed of elected members according to the following manner:

- a. Eight (8) members from the governing boards of public library members.
- b. Two (2) members representing public libraries
- c. Three (3) members representing school libraries
- d. One (1) member representing special libraries
- e. One (1) member representing academic libraries

Section 4. Nominating Committee for the Board of Directors.

A Nominating Committee of five (5) members, who shall be eligible electors within the geographic area of the system, shall be appointed by the President of the System Board, with Board approval, in January of each year. They shall have charge of the conduct of the election as specified in Article IV, Sections 4. No currently sitting System Board member may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board.

- a. The Nominating Committee shall select and confirm candidates for election to the System Board. Nominees must be members of a governing board of a member library, professional staff

or the administration of the type of library to be represented as set out in these Bylaws. The call for nominations will be appropriately publicized to the Members of the System and any member may propose names for the Nominating Committee's consideration. Additional nominations may be sent to the Nominating Committee upon written petitions of ten (10) member libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Board Secretary who will forward them to the Chair of the Nominating Committee for inclusion on the list of nominees.

- b. The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will be distributed to each member electronically by April 15. Each library will be entitled to return one ballot for its choice of candidates for the System Board of Directors.
- c. Ballots must be completed and submitted by May 15th to be counted. The Nominating Committee will certify the election results to the System Board of Directors at its June meeting each year.
- d. Special Procedures for Initial System Board in 2011: the first Board of the System will be nominated by the four current Systems' Boards and member libraries. A nominating committee made up of one designee/representative from each of the four Systems, will prepare a list of candidate nominees, and certify that each are eligible electors from the area of the System, and not "term limited." The committee will prepare a ballot that will include a short bio of each candidate. The Ballot will be distributed electronically to each member by May 1, 2011. In order to be counted, each ballot must be submitted by May 31 to the Secretary of the Transition Board, who shall certify the results to the Transition Board at its June 2011 meeting. The initial Board of Directors of the System shall meet in July 2011 to draw lots for terms of office, i.e. for the staggering of terms, one-third of the directors will draw 1 year terms, one-third will draw 2 year terms, and the final third will draw 3 year terms. The Board will then elect initial officers and formally adopt Bylaws and policies. Prior service in office on the board of directors of any Illinois Library System, shall count towards the statutory maximum of serving a total of no more than six (6) years as a director, unless two years has elapsed since their sixth year of service."

Section 5. Terms of Office

- a. Except for those Board members who are elected to the Initial System Board in 2011 and who draw either one or two year terms as provided in Section 4d above, and for those board members whose term might be limited by Section 5b below, all Board members will be elected for a term of three (3) years.
- b. No Board member shall be permitted to serve for more than a total of six(6) consecutive years unless two (2) years have elapsed since his/her sixth year of service.
- c. All terms of office shall be staggered, with one-third of the board seats ending each year.
- d. Terms of office begin on July 1 and end on June 30, the System's fiscal year
- e. Any appointment to the System Board for a partial term is counted as a full year of service at the conclusion of the most current fiscal year.

Section 6. Economic Interest

- a. No member of the System Board may profit personally, either directly or indirectly, from any business connected with the system.
- b. Each member of the System Board shall file a Statement of Economic Interest pursuant to the Illinois Governmental Ethics Act.
- c. All records and accounts of the System shall be kept in the System headquarters office and in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all members of the System Board at all reasonable times.
- d. The members of the System Board shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

Section 7. Should a board member no longer be an eligible elector within the geographic area of the System, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. Vacancies may be filled by appointment by the remaining members of the Board. The appointee shall serve for the unexpired term of the Director replaced. Persons appointed must have the same qualifications as those elected, and represent the constituency of the vacant seat.

Section 8. Officers

- a. The Officers of the Board of Directors shall be a President, Vice-President, Secretary, and Treasurer.
- b. The Board Nominating Committee shall present a slate of candidates to the Board at the first meeting of the fiscal year. Additional nominations may be made from the floor. The Directors shall then vote on the slate of candidates.
- c. The Officers shall be elected for one year, and no Officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.
- d. The duties of the Officers shall be
 - i. The President shall preside at all meetings of the Board, appoint any necessary committees, be an ex officio member of all committees, and be entitled to vote on such committees.
 - ii. The Vice-President shall preside at meetings in the absence of the President, and shall in case of the resignation of the President assume the President's responsibilities until the election of a new President.
 - iii. The Secretary shall have responsibility for the records of the Board of Directors.
 - iv. The Treasurer shall be chairperson of the Finance Committee, which is the committee that recommends all bills for payment. Before entering the duties, the Treasurer shall be required to give a bond in an amount to be approved by the Board, but in no case less than the minimum amount specified in the Library System Act.
 - v. Should an office become vacant prior to the expiration of the term of that office, the Directors shall elect from their members an Officer to fill the unexpired term.

Section 9. Attendance of Board members

Board members are expected to fulfill the duties imposed on them by the nature of their office. Board members must notify the System Executive Director if they are unable to attend a board meeting. Should a Board member not notify the System Executive Director the following actions will be taken. The Secretary shall notify in writing any Board members missing his or her first meeting. The President shall notify in writing any member-missing his or her-second meeting. Upon a member's third absence the topic will be included on the agenda for discussion at the next meeting. The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) consecutive meetings during the fiscal year.

Section 10_Committees

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting can not be held. The duties of the committee shall be:

- a. To conduct business between regularly scheduled meetings of the Board of Directors
- b. To provide for the annual evaluation of the Executive Director
- c. To review the By-Laws of the System annually.

Standing Committees(other than Nominating Committee for the Board of Directors):

- a. Budget and Finance
 - i. The Treasurer shall be the chair of this committee
 - ii. To review the financial needs of the System
 - iii. To review budget proposals submitted by the Executive Director
 - iv. To review audit findings
 - v. To review the property and insurance needs of the System
 - vi. To determine cost-of-living adjustments and to update the salary schedule appropriately based upon information from the Executive Director
- b. Personnel
 - i. To review position descriptions and staffing requirements of the System.
 - ii. To review and update the personnel code of the System
- c. Membership
 - i. To develop process and review of membership eligibility criteria
 - ii. To review continued membership eligibility of libraries that are members of System
 - iii. To review all applications for new members.
- d. Policy and Planning
 - i. To review and update the service policies of the System.
 - ii. To review and evaluate progress in fulfilling the system strategic plan.
- e. Nominating Committee for Officers of the Board

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- i. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year
- ii. Each candidate shall be contacted about their willingness to serve as an officer
- iii. The Slate of Officers shall be voted on at the July meeting of the Board.

Ad Hoc Committees

The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors. Ad Hoc committees must include members of the Board, and no library associated with the System can have more than one member on an Ad Hoc committee.

Section 11 Meetings

- a. The Board shall hold a minimum of nine (9) regular monthly meetings per year to conduct the business of the System. The dates, times and locations of the meetings shall be determined at the July meeting. Board agendas shall be posted in accordance with the Illinois Open Meetings Act.
- b. All Board and Committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.).
- c. The President may call special meetings on his/her initiative; the President must call a special board meeting when requested by at least five (5) board members. Notice shall be given 48 hours prior to the date of the meeting and shall state the business to be transacted. The meeting will be limited to the business stated.
- d. A quorum shall be a simple majority of the members of the System Board. With fifteen (15) members, the quorum is eight (8).
- e. Should both the President and Vice-President be absent from any meeting, the Directors present shall choose, from among their number, a temporary, presiding Officer who shall be designated President Pro Tem for that meeting.
- f. All motions shall be decided on a recorded (roll call) vote.
- g. Standard Order of Business will comply with the Open Meetings Act.

Article VII Executive Director

The Executive Director shall be the System's Chief Executive Officer and be responsible for the administration of the System. The qualifications of the Executive Director shall include a Master's degree from an American Library Association-accredited library education program and who has a minimum of five years postgraduate employment that includes a minimum of two that were in library administrative experience. The Executive Director shall have the authority to hire such other employees as may be necessary, to fix their compensation, and remove such appointees, subject to the approval of

the Board. The acts of the Executive Director are subject to the approval of the Board. The Executive Director reports to and is responsible directly to the Board. Performance is evaluated by the Board of Directors based upon the agency's ability to serve the needs of its membership and achieve the goals of the Board.

Article VIII Advisory Councils

The Executive Director shall form Advisory Councils to serve as an effective liaison between the librarians of system and the Executive Director. The purpose of the committee is to:

1. Promote System development
2. Provide input and review of changes to system policy and membership criteria
3. Initiate suggestions to the Executive Director and the Board

Members of the Advisory Councils shall serve three-year terms.

Article IX Parliamentary Authority

All meetings shall be conducted in accordance with Robert's Rules of Order, latest edition, and shall be open to the public in compliance with the "Illinois Open Meetings Act," as amended (ILCS 120/1 et.seq.)

Article X Amendments and Revisions

Section 1. These By-Laws may be amended by a vote of two-thirds (2/3) of all Board members at a regular Meeting of the Board of Directors of the System provided a written draft of the proposed amendments has been given to each Director at the preceding regular meeting with notice to all member libraries.

Section 2. By-Laws changes can originate from the System Board or from the membership of the System submitted to the System Board.

Section 3. By-Laws changes must be submitted for approval by the State Librarian through the Illinois State Library before they shall become effective.

Approved by Planning Panel Feb. 26, 2011

President:

1. Preside at all meetings of the Board
2. Appoint any necessary committees,
3. Ex officio member of all committees, and be entitled to vote on such committees.

Vice-President

1. Preside at meetings in the absence of the President,
2. Assume the President's responsibilities in case of the resignation of the President until the election of a new President

Secretary

1. Responsibility for the records of the Board of Directors.

Treasurer

1. Chairperson of the Finance Committee
2. Treasurer shall be required to give a bond in an amount to be approved by the Board, but in no case less than the minimum amount specified in the Library System Act

Open Meetings Act Designee

1. Responsible for ensuring those meetings are in compliance with the Open Meetings Act.

Freedom of Information Act Designee

1. Receives requests for records and ensures that the public body responds to the request in a timely fashion in accordance with the Freedom of Information Act.

Resolution No: TBR 2011-02

Subject: Resolution on Meetings via Electronic Means

Recommended By: Southern System Planning Panel

Date: March 29, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The Southern System Planning Panel endorsed the Resolution on Meetings via Electronic Means for the Illinois Heartland Library System on February 26, 2011 following comments from the System Boards of Lewis and Clark Library System; Lincoln Trail Libraries System; Rolling Prairie Library System; Shawnee Library System. The Panel recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-03.

The Illinois Heartland Library System does hereby resolve to approve the Resolution on Meetings via Electronic Means -- TBD 2011-03.

RESOLUTION ON MEETINGS via ELECTRONIC MEANS

Whereas, the Illinois Heartland Library System believes it is in the best interest of its members, the System, and patrons that the fullest participation and attendance in all meetings be achieved whenever possible; and

Whereas, the use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act; and

Whereas, the Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance; and

Whereas, the Open Meetings Act has been amended to allow library systems with jurisdiction over specific geographic area of more than 4,500 square miles [5 ILCS 120/7(d), such as the parties here, to permit members to attend meetings by other means than physical presence so long as they adopt specific procedural rules therefore; and

Whereas, the Illinois Heartland Library System in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED, that the Illinois Heartland Library System, having considered the aforesaid matters hereby adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings or any of the Illinois Heartland Library System committee meetings as more specifically set out in this Resolution, and to adopt, establish, and set forth these Rules of the Illinois Heartland Library System applicable thereto:

1. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of the Act.

2. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact authorized members with the right to speak and vote.

3. Pursuant to the Open Meetings Act, the requirement in 5 ILCS 120/7(a) that a quorum of members of the Board MUST be physically present at the location of the meeting shall NOT apply because 5 ILCS 120/7(d) of the Act specifically excepts library systems of the specified size from such requirements, and authorizes them to permit attendance by other means in accordance with procedural rules such as those contained herein. Specifically, Illinois Heartland Library System members (or, in the case of Illinois Heartland Library System committees, those members) may attend by video and/or audio conferencing or by other electronic means for quorum and voting purposes in accordance with these provisions.

4. All Illinois Heartland Library System members or committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and

physically present at the meeting site so long as a quorum is, in total, present and accounted for, but their votes shall be recorded by the Secretary as done by electronic attendance.

5. A Board member or committee member who attends a meeting by video or audio conference must provide notice to the recording secretary at least 24 hours prior to the meeting unless such advanced notice is impracticable.

6. A member may attend a meeting or committee meeting through electronic conferencing if, in the opinion of the member, his or her physical presence at the meeting is unable to be obtained or is inconvenient for any reason including, but not limited to reasons such as personal schedule or time conflicts, length of required travel time, the high cost of such travel, or vehicle, fuel or time involved.

7. As soon as it becomes apparent to the secretary that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Illinois Heartland Library System.

8. The meeting minutes shall include, but need not be limited to; i) the date, time and place of the meeting; ii) the members who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and iii) a summary of discussion on all matters proposed, deliberated, or decided, and iv) a record of any votes taken.

9. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote or discussion.

10. As the System begins each new matter of business, the chair will check with all remote location(s) with System member(s) present to ensure that each such connection is active and not muted.

11. When a motion is made, and seconded, and discussion regarding the motion begins, the chair will check that the connection with remote location(s) with System member(s) is active and not muted. Prior to closing discussion and taking any vote, the chair will ask all remote location(s) with System member(s) present whether there are any additional comments, questions, or information to be added to the discussion.

12. The rules set out above shall also apply to each committee and each sub-committee meeting.

PASSED BY THE ILLINOIS HEARTLAND LIBRARY SYSTEM, _____
COUNTY, ILLINOIS, IN PUBLIC SESSION ASSEMBLED THIS _____ DAY OF
_____, 2011.

ATTEST:

Secretary

Resolution No: TBR 2011-03

Subject: Strategic Plan

Recommended By: Southern
System Planning Panel

Date: March 29, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The Southern System Planning Panel and the Boards of Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System have endorsed the Strategic Plan for the Illinois Heartland Library System – TBD 2011-04. The Panel recommends that the Illinois Heartland Library System Transition Board adopt the Strategic Plan as attached in TBD 2011-04.

The Illinois Heartland Library System does hereby resolve to approve the Strategic Plan -- TBD 2011-04.

STRATEGIC PLAN MISSION, VISION, VALUES OPERATIONAL ASSUMPTIONS STRATEGIC DIRECTIONS AND GOALS

MISSION

The Illinois Heartland Library System is a community of multitype libraries developing partnerships and sharing resources in pursuit of excellent service.

VISION

We envision a future where all libraries & information partners collaborate to provide accessible & innovative services.

VALUES

We value--

- ❖ Open access and sharing of resources.
- ❖ Cooperation, collaboration and contribution among members & information partners.
- ❖ Quality customer services
- ❖ Honest and open communications among stakeholders.
- ❖ Respect and integrity in all interactions.
- ❖ The diversity of our members and their communities.
- ❖ Fiscal stability and accountability.
- ❖ The protection of Intellectual Freedom and Privacy.
- ❖ Innovation and creativity.
- ❖ Literacy

OPERATIONAL ASSUMPTIONS

The overall priority for services and programs that are financed through funding from the Illinois General Assembly through the Secretary of State's grant program will be the shared catalogs, resource sharing and delivery.

In addition the following assumptions will ensure that Illinois Heartland Library System will have a reliable operational structure.

- ❖ Operate a financially sustainable and efficient organization.
- ❖ Leverage the resources – material, personnel and fiscal – of the members and partners.
- ❖ Develop partnerships with relevant organizations and information agencies.
- ❖ Monitor trends and create opportunities for innovative services.
- ❖ Ensure good communications among member libraries and partners.

Strategic Direction I

Create dynamic and innovative resource discovery, sharing, and distribution services.

Goal 1

Provide a framework for members to participate in a “state of the art” integrated library system.

Objective 1

Support the continuation of 4 shared automation systems for libraries during FY 2012.

Objective 2

Develop a plan to consolidate the shared systems during FY 2012.

Goal 2

Implement a materials delivery process.

Goal 3

Connect library users to resources through sharing.

Strategic Direction II

Partner with the Illinois State Library and other agencies to support services.

Goal 1

Contract with the Illinois State Library to manage statewide services.

Objective 1

Partner with the Illinois State Library to support a regional Talking Books operation.

Objective 2

Operate Cataloging Maintenance Centers on behalf of libraries in Illinois as supported by the Illinois State Library.

Objective 3

Function as the fiscal agent for OCLC services and other statewide e-resource programs as requested.

Objective 4

Manage in partnership with the Illinois State Library the WebJunction Illinois program.

Goal 2

Seek funding opportunities to expand local, regional and statewide services.

Goal 3

Leverage system resources to support services

Strategic Direction III

Build sustainable learning opportunities.

Goal 1

Educate personnel on effectively using the cooperative services.

Goal 2

Promote available education events.

Goal 3

Develop unique learning programs.

Strategic Direction IV

Institute viable joint purchasing and cost savings programs.

Goal 1

Support joint purchasing and discount services.

Goal 2

Provide opportunities for cooperative purchasing of e-resources.

Goal 3

Identify services that would be more cost effective to provide as a group or negotiate with vendors to offer those services.

Strategic Direction V

Organize a process to support advisory services.

Goal 1

Assist libraries with seeking funding and grants.

Goal 2

Assist library staff in enhancing user services in a variety of library disciplines.

Goal 3

Offer guidance on governance and management of libraries.

Strategic Direction VI

Support and advocate for libraries and library services.

Goal 1

Educate elected and other officials about the value and role of libraries.

Goal 2

Identify and share research and trends that impact libraries and information services.

Goal 3

Provide opportunities to network and share services and strategies, which enhances education and the promotion of libraries.

Resolution No: TBR 2011- 04

Subject: IMRF Participation

Recommended By: Southern System Planning Panel

Date: March 29, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

Lewis and Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System have provided the Illinois Municipal Retirement Fund pension plan for the employees. The Pension program selected is the Illinois Municipal Retirement Fund, a defined benefit pension plan as set forth in Article 7 of the Illinois Pension Code. The Southern System Planning Panel recommends that the Illinois Heartland Library System continue this pension plan.

The Intergovernmental Agreement has been reviewed by IMRF agrees that the Transition Board can move ahead with application for the fund. .

The Illinois Heartland Library System does hereby resolve to participate in the Illinois Municipal Retirement Fund (IMRF) and direct the current System Executive Directors to coordinate efforts to make application for the Fund on behalf of the Illinois Heartland Library System.

Resolution No: TBR 2011-05

Subject: COBRA and IMRF Retiree Benefits

Recommended By: Executive Directors, LCLS, LTLS, RPLS, SHLS

Date: March 29, 2011

Adopted:

Resolution

Illinois Heartland Library System Transition Board

Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System have provided COBRA for employees and Illinois Municipal Retirement Fund pension plan for the employees. As these systems cease to be legal entities as of June 30, 2011 it is essential to offer employees who are no longer employed by those systems and not employed by the Illinois Heartland Library System security in knowing that they can continue to have health insurance. The Executive Directors of the current systems recommend that the Illinois Heartland Library System offer COBRA benefits in accordance with the statutes to former employees of the systems. The Directors further recommend that the Illinois Heartland Library System honor the section of the IMRF code (215 ILCS 5/367j) that allows continuance privilege for health benefits for retirees from the organization from which they retired.

The Illinois Heartland Library System does hereby resolve to offer COBRA benefits and IMRF continuance privilege (215 ILCS 5/367j) to employees and retirees of the former Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System.

Resolution No: TBR 2011-06

Subject: Nominating Committee Procedures

Recommended By: Executive Directors, LCLS, LTLS, RPLS, SHLS

Date: March 29, 2011

Adopted:

Resolution Illinois Heartland Library System Transition Board

The Illinois Heartland Library System Transition Board is responsible for conducting an election for the Board of Directors of the Illinois Heartland Library System beginning July 1, 2011. In order to ensure a transparent process for the Nominating Committee the following Nominating Process is recommended.

1. The Committee will consist of a Chair and 4 other members, one from each of the current systems to ensure geographic representation.
2. Each Board should suggest a name as a member of the committee. They should be confirmed as willing to serve before submission of name to Transition Board.
3. Committee appointed no later than the first April meeting.
4. Nominating Committee will develop a timeline for completion of the following activities:
 - Announce how to nominate candidates for the Board or how to petition for a name to be on the ballot
 - Set a deadline for nominations/petitions
 - Create a slate of candidates consisting of two public library trustees from each system and with the school, public, special and academic seats as geographically balanced as possible. Two or more candidates per seat is desired
 - Each candidate will be asked to submit a short bio/statement of candidacy no longer than 100 words.
 - Present slate of candidates to the Transition Board
 - Hold election with the last voting day in May.
 - Report results to the Board
 - Candidates notified
5. Results announced to the members

The Executive Directors of the current library systems recommend that the Illinois Heartland Library System Transition Board adopt these procedures.

Resolution No: TBR 2011-07

Subject: Transition Board Staff Support

Recommended By: Executive Directors: LCLS, LTLS, RPLS, SHLS

Date: March 29, 2011

Adopted:

Resolution Illinois Heartland Library System Transition Board

The Illinois Heartland Library System Transition Board is working on a very short timeline to accomplish the merger of 4 systems. Due to this short timeline and the extraordinary amount of work to be accomplished the Transition Board will need staff support to achieve the merger.

As Ellen Popit and Jan Ison have stated that they will not be seeking the position of Executive Director of the Illinois Heartland Library System, the Directors recommend that they be appointed as the primary contacts for the Transition Board and its committees. It is further recommended in all other matters the current Directors continue to work collaboratively and recuse themselves from conversations when a potential conflict of interest occurs.

The following are the standing committees and responsibilities as defined in the Bylaws.

Budget and Finance

- a. The Treasurer shall be the chair of this committee
- b. To review the financial needs of the System
- c. To review budget proposals submitted by the Executive Director
- d. To review audit findings
- e. To review the property and insurance needs of the System
- f. To determine cost-of-living adjustments and to update the salary schedule appropriately based upon information from the Executive Director

Personnel

- a. To review position descriptions and staffing requirements of the System.
- b. To review and update the personnel code of the System

Membership

- a. To develop process and review of membership eligibility criteria
- b. To review continued membership eligibility of libraries that are members of System
- c. To review all applications for new members.

Policy and Planning

- a. To review and update the service policies of the System.
- b. To review and evaluate progress in fulfilling the system strategic plan.

Nominating Committee for Officers of the Board

- a. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year
- b. Each candidate shall be contacted about their willingness to serve as an officer

The Transition Board of the Illinois Heartland Library System may from time to time need to appoint ad hoc committees to carry out specific assignments to expedite the merger process. Ad Hoc committees may at the discretion of the Transition Board include non Transition Board members as committee members.

At the March 23, 2011 Southern System Planning Panel meeting the Panel voted to encourage the Transition Board to appoint an Ad Hoc committee “to investigate leasing office space within the Effingham area for the purpose of maintaining a point of contact for Illinois Heartland Library System.”

The Boards of Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System have discussed and in one instance took action on the timing of hiring an Executive Director for the Illinois Heartland Library System as well as provided comments on the position Description.

The following is a summary of discussions and actions as they appear in the minutes of the Boards.

Lewis & Clark Library System

Discussed briefly as a part of the Southern System Planning Panel report but no action or discussion recorded in the minutes.

Lincoln Trail Libraries System

Discussed as part of the Southern System Planning Panel report. The minutes of January 24, 2011 meeting state:

- Executive Director Job Description

Upon review of the Executive Director Job Description provided by the Southern System Planning Panel, the LTLS Board of Directors suggested that the New Southern System seek an Interim Director who can provide leadership for the new system while a nationwide search for an Executive Director is being conducted. Ms. Funderburg will express this suggestion to the Legal and Membership committee.

Rolling Prairie Library System

Discussed briefly as a part of the Southern System Planning Panel report but no action or discussion recorded in the minutes.

Shawnee Library System

Discussed as part of the Southern System Planning Panel report. The draft minutes (not approved) of the March 17, 2011 Board meeting state the following:

There was a discussion on who will write the plan of service for Illinois Heartland Library System. The document states it will either be the IHLS Executive Director or Transition Board staff because there may not be a director hired in time. Marian expressed the desire to hire a permanent director instead of an interim and asked Tom to report this to his committee. She has had several people tell her they feel the same way. Several board members expressed concern about doing a national search for an executive director due to the time and cost involved.

As the Transition Board begins the discussion of the Executive Director position, it seems appropriate for the Board to be aware of the discussion and actions of the Reaching Across Illinois Library System Transition Board. Provision of this information is for the purposes and discussion by the Illinois Heartland Library System Transition Board.

This is a **list of competencies** that the Northern Merger Design team discussed when beginning discussion of the Executive Director position. These are ranked from most desired first based on a “quick poll.” These provide an interesting and helpful beginning when considering the characteristics and competencies of a Director.

- Dynamic, passionate, and energetic leader with a strong vision of the future for libraries, library professionals, and library systems
- Ability to effectively present and communicate ideas, concepts, and policies both internally and externally, verbally, and in writing.
- Ability to envision problem solutions and define critical paths to reach those solutions
- Political acumen and the ability to operate and influence within a political environment
- Ability to create an effective senior management team to oversee 100 or more staff
- Ability to develop and maintain relationships with numerous and diverse internal and external stakeholders
- Ability to plan, delegate, supervise, and lead personnel in a manner which gains respect
- Ability to inspire and motivate staff and member libraries
- Ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, and procedures
- Organizational and interpersonal skills with ability to deal with matters or issues of extreme confidentiality
- A visionary
- Ability to effectively organize and prioritize work, and manage multiple tasks simultaneously
- Teamwork
- Ability to support the framing and implementation of strategic plans
- Exceptional public speaking, communication, and interpersonal skills
- A collaborative decision maker
- Ability to solve problems using an integrative style that seeks common ground among stakeholders
- Ability to work effectively with senior finance staff
- Customer service
- Ability to support and engage Board members to ensure that the Board adds value to the organization
- Multifunctional task aptitude
- Supervisory skills
- Ability to work effectively with senior human resources staff
- Appetite for innovation and risk taking

- Group facilitation
- Analytical abilities
- Negotiation
- Computer literacy
- Budget creation and budget management
- Project management
- Consulting skills
- Ability to develop business plans that generate funds from fee-based services
- An entrepreneur
- Library networking, automation, and informational media skills
- Ability to raise funds from philanthropic sources

This is the discussion by the Northern System's Design team regarding **options for the Executive Director** – the following is from a February 2011 meeting

Process Options for the Executive Search

• **Current proposed process**

A Search Committee will be appointed by the Transition Board. Jane Arsenault will support the search, developing the job description and materials for candidates, posting the job opening in appropriate venues, local and national. Jane will handle the communication with candidates, forwarding the job description and supportive materials. Jane committee in setting up interviews. The Search Committee will define the vetting process for candidates and make a recommendation of one or two final candidates to the Transition Board.

Current Time Frame: March 1 to May 1. Goal would be to extend an offer by the end of April contingent on the approval of the merger by ISL.

• **Use of a Search Firm**

A Search Committee will be appointed by the Transition Board. Jane Arsenault will support the Search Committee by developing an RFP for a national search firm. The search firm would undertake the search and will provide candidates for interviewing by the Time Frame: 4-6 weeks for the search firm hiring process. 2-3 months for the search.

Offer would be extended by the end of June. If the search extends beyond July 1, an interim ED could be appointed.

• **Use of an Interim Director instead of a search**

Given the number of detailed and complex issues that will be left to be resolved in 2012, the MDT/Transition Board may wish to consider hiring an interim director for 2012, who would complete the merge. The financial situation may be clearer and, therefore, the position may be more attractive than at this juncture. A national search could be conducted in the spring of 2012. The interim ED would be chosen from among the current EDs in order to avoid the learning curve that an outside candidate

would have.

This is the action taken by the Transition Board

Selection Process for the Executive Search

History:

- The Merger Design Team/Merger Transition Board has discussed the selection of the executive director at meetings held on January 21, February 8, February 24, and March 10.
- At the February 8 meeting, Jane Arsenault provided: (1) a report on responses to a poll asking what competencies are important for an executive director, and (2) three options for conducting the executive search.
- At the February 24 meeting, a comprehensive discussion was conducted regarding the three options for conducting the executive search. Also, Jane Arsenault presented a proposed process for appointing the Search Committee and developing a position description.
- At the March 10 meeting, the Merger Transition Board discussed the benefits versus risks of the three options for conducting the executive search.

Decision:

- At the March 10 meeting, via a roll call vote, a majority of Merger Transition Board members selected the option of hiring an interim executive director. The option selected, as stated in Document 12.1, reads:

Use of an Interim Instead of a Search

Given the number of detailed and complex issues that will be left to be resolved in 2012, the MDT/Transition Board may wish to consider hiring an interim director for 2012 who would complete the merge. The financial situation may be clearer and, therefore, the position may be more attractive than at this juncture.

A national search could be conducted in the spring of 2012. The interim ED would be chosen from among the current EDs in order to avoid the learning curve that an outside candidate would have.

The following is the timeline associated with the above decision.

Task	Timeline	Responsible Party
Position description design	March 22 to April 1	Search Committee
Approval of position description	April 6	Merger Transition Board
Posting of position availability	April 7	Search Committee
Receipt of applications	April 14	Search Committee
Interview process	April 15 to April 19	Search Committee
Recommendation of final candidate to Transition Board	April 20	Search Committee
Consider recommendation from the search committee and select finalist	April 20	Merger Transition Board
Negotiate contract with the finalist for the interim executive director position	May 1	Merger Transition Board Officers
Implement contract with interim executive director as soon as approval for merger is received from the state	May 2011	Merger Transition Board President

The following is the Draft of the Interim Executive Director Position for RAILS

Job Description

TITLE: Interim Executive Director

REPORTS TO: Board of Directors

General Statement of Duties: The Interim Executive Director is responsible for providing executive leadership in the overall administration and integration of a multi-type library System that has been formed from five previously existing Systems. The Interim Executive Director's main efforts will be focused on ensuring the uninterrupted continuation of services to member libraries within a large geographic area while completing the merger process undertaken in FY 2011. The Interim Director will work closely with the System Board of Directors, System staff, member library directors and representatives, and Illinois library regional System directors and the Illinois State Library. The Interim Executive Director serves at the pleasure of the System Board of Directors.

STATUS: Full time, exempt

RESPONSIBILITIES:

1. Works to assure System service programs are efficient, effective and respected by all multi-type member libraries. Employs a collaborative approach to carrying out duties and responsibilities.
2. Leads, participates in, and delegates planning activities for all phases of the library System's operations with particular attention to integrating program services and operations as a result of the merger of the five library Systems. Works with member library directors to plan quality and

desirable service programs. With System staff, implements the policies of the System Board and the Plan of Services as defined in the ILS Per Capita Grant.

3. Advises the Board on System policy progress as executed by System staff. Serves as the communication link between Board and System staff, as appropriate. Interprets Board policies to System staff and provides staff support in the execution of such policies.
4. Advises and provides recommendations to the Board on the need for new or revised policies. Advises Board on plans and concepts for current and future policy revisions. Prepares and submits to the Board recommendations and reports relative to all matters requiring Board action, ensuring communications include such necessary and helpful information as is needed to ensure informed decision making.
5. Calls meetings and special meetings of the Board of Directors. Prepares agenda and reviews minutes for Board meetings, and serves as staff representative to the Board. Attends System, regional and state committee meetings. Plans, promotes and facilitates System-wide meetings. Serves as ex-officio to the System Advisory Committee.
6. Coordinates and directs System staff in developing programs designed to help member libraries achieve their goals. Delegates responsibility for various aspects of System programs as appropriate, and works effectively with System staff, member library directors and Illinois library leaders in problem solving and decision making.
7. Bears final authority and responsibility for staff appointments, terminations, evaluations and promotions, as well as all other personnel matters in accordance with System policies. Bears responsibility for maintaining written System personnel evaluation records. Establishes and maintains an HR System for personnel. Ensures compliance of all library System activities with the provisions of the Library Systems Act and regulations of the Illinois State Library.
8. Responsible for preparation and management of the annual budget . Supervises preparation and presentation of the monthly and annual reporting, and brings financial recommendations and budget concerns to the Board in a timely manner. Provides for participation of System staff in budget preparation, and supervises alternate revenue sources. Signs contracts for services and grants. Certifies bills and monies expended by countersigning checks and managing expenditures. Ensures completion of annual audit as recommended by the Board.
9. Supervises processes needed for, and facilitates evaluation of, building and equipment maintenance and replacement with particular attention to implementing the facilities consolidation plan as approved by the Board of Directors.
10. Represents the System and its membership in civic, educational, and library affairs of the System area and its relations at state and national levels. Works with the state legislature on library funding and relevant legislation affecting libraries. Assists with the development, oversight and promotion of approved legislative functions to member

libraries on the state level. Promotes advocacy efforts on library legislation and assists with implementation of state laws as relevant to libraries. Promotes System and its member libraries throughout the state and serves as System spokesperson to the press.

11. Contributes to professional development of librarianship. Informs self on educational, political, legal, technological and sociological trends as they apply to librarianship. Is ever vigilant of emerging library trends within the System and its member libraries, and the promotion thereof where appropriate. Promotes library services to un-served and underserved areas of the System, and helps to develop new programs consistent with changing environments. Works to further the growth of library services throughout the System area, and to encourage improvements for member library services as well. Promotes participation in System-wide programs. Acts as liaison with member libraries and serves as consultant in appropriate areas.

12. Promotes productive cooperation among member libraries and other library Systems or agencies. Contributes to the elevation of library cooperative concept.

13. Works to maximize the System's grant support. Delegates administrative supervision of special projects and grants as appropriate.

14. Performs other duties as assigned.

QUALIFICATIONS:

A. MLS Degree from an ALA accredited library school.

B. Minimum of ten years progressively responsible library management experience, with five years at the senior and/or executive level including supervision of professional and supervisory staff

C. Experience in at least two types of libraries is desired

D. Knowledge of and experience working with the Illinois legislative process affecting libraries

E. Capacity to be responsive and empathetic to member library needs

F. Knowledge of principles and practices of modern library System administration

G. Working knowledge of library automation principles and current library trends

H. Working knowledge of telecommunication services and informational media, including RSS, wikis, alternative communication formats, etc.

I. Experience in long range planning and budgeting

J. Strong verbal and written communication skills. Ability to concisely summarize essential needs to the System Board, System staff, state legislatures and member libraries. Ability to disseminate information in a concise, timely manner in a format that is friendly to the Board and member libraries.

K. Organizational skills

L. Ability to delegate authority, supervise and lead personnel effectively in team building

- M. Strong interpersonal skills and public relations experience
- N. Negotiation and conflict resolution experience
- O. Capability for regional and statewide travel

These were the top competencies from the survey. Would you like to include any of them in the interim position description? Dynamic, passionate and energetic leader with a strong vision of the future for libraries, library professionals and library Systems Ability to effectively present and communicate ideas, concepts, and policies both internally and externally, verbally and in writing.

Ability to envision problem solutions and define critical paths to reach those solutions

Political acumen and the ability to operate and influence within a political environment

Ability to create an effective senior management team to oversee 100 or more staff

Ability to develop and maintain relationships with numerous and diverse internal and external stakeholders

Ability to plan, delegate, supervise, and lead personnel in a manner which gains respect

Ability to inspire and motivate staff and member libraries

Ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, and procedures

Organizational and interpersonal skills with ability to deal with matters or issues of extreme confidentiality

The following is a draft Executive Director position description that the Southern System Planning Panel and the Boards of Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System have received for review.

Executive Director

General Statement of Duties

The Executive Director is the chief administrative officer of the System and is charged with and responsible for (1) implementing the policies and programs for the System. (2) Directing and leading all operations and activities of the System.

Job Duties and Responsibilities

Works closely with the Board of Directors. Prepares agenda, provides reports and recommendations, and reviews minutes of meetings. Attends all Board meetings except for the appointment, dismissal or salary discussions directly involving the Director.

Carries out the directives of the Illinois State Library; adheres to State Statutes that relate to Library Systems; ensures the conformity to appropriate local, state, and federal regulations.

Plans, formulates, and recommends policies and programs that will further the mission and strategic goals of the System for the approval of the Board of Directors. Initiates and participates in the System's strategic planning process and ensures that action plans are implemented and evaluated.

Plans, organizes, directs and implements programs and services and evaluates results.

Directs development of the annual budget and submits it for Board approval. Manages the budget to insure fiscal responsibility, including the borrowing and investment of funds and safeguarding all funds, physical assets, and other property of the System, utilizing appropriate control and risk aversion practices. Certifies all expenditures for Board approval.

Directs human resources activities, including Staff appointments, terminations, and promotions of personnel consistent with approved personnel policies, laws and regulations.

Serves as the liaison between Staff and the Board.

Maintains effective relationships with member libraries through site visits and communications.

Maintains effective relationships with other organizations both public and private; such as the Illinois State Library, professional library organizations, state and federal legislators and others as appropriate.

Plays an active role in library development and legislative activities related to libraries on state and national levels.

Negotiates and/or approves contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities.

Supervision Received:

Work performed in accordance with board policies and objectives outlined by the Library Board of Directors.

Supervision Exercised:

Supervision extends to the entire Staff of the System, but is exercised through key professional subordinates who head organizational elements of the System.

Standards of Performance:

Adherence to the policies and procedures of the System

Implementation of the System's Strategic Plan and its annual elements

Effectiveness of the System in fulfilling its mission

Quality of service provided to members.

Satisfaction of member libraries with System services.

Establishment and maintenance of effective relationships with member libraries and federal, state, and regional agencies and libraries.

Position Qualifications

KSAO (Knowledge, Skills, Abilities, and Other):

Comprehensive knowledge of the principles, methods and practices of professional library science and administration.

Comprehensive knowledge of management principles as they relate to System operation and administration.

Demonstrated administrative ability to plan, organize, direct, and train a large staff of professional and support staff personnel, which compose the System.

Ability to analyze System services in relation to needs of the libraries, balance these needs with future trends, while understanding the diversity of libraries within the System in terms of type, size and budget.

An understanding of library automation systems.

Considerable ability in establishing and maintaining effective work relationships with Staff, Board, members, representatives of government, professional groups, and the general public.

Ability to clearly and diplomatically communicate with others employing strong oral and written communication skills.

Ability to perform duties in a professional manner under constant time constraints and interruptive conditions with flexibility and wise use of time. Ability to continually display a professional business behavior with a pleasant demeanor while working in a customer-service oriented organization.

Demonstrated willingness to help others accomplish their objectives.

Education and Experience Requirements:

Masters Degree in Library Science from an ALA-accredited library program

Minimum of five (5) years of progressively responsible library experience of which two years must have been in an administrative capacity.

Knowledge of Illinois library system structure, function, and relationship to the Illinois State Library.

Physical requirements:

Primarily sedentary work, but also requires the ability to perform work that involves standing, walking, stooping or crouching, stooping, kneeling, reaching, pushing, grasping, hearing and talking.

Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Ability to perform work that involves clarity of vision at 20 inches or less, including the ability to bring objects into sharp focus as well as clarity of vision at 20 or more feet.

Ability to input data on a keyboard.

Licensing:

Must have a valid driver's license and current automobile insurance.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.