

Illinois Heartland Library System
Transition Board of Directors
6:00 – 8:30 pm; April 25, 2011
Illinois State Library Video Conference
LCLS Video Conference
LTLS Video Conference
RPLS Video Conference
SHLS Video Conference
Eastern Illinois University, Gregg Technology Center
AGENDA

1. Call to Order

2. Roll Call – Recording Secretary

3. Public Comments

If a member of the audience desires to speak to the Board, sign in and give to a System Staff member. When making a comment, please state your name, affiliation and nature of your business. Please limit your time to 3 minutes.

4. Minutes

April 6, 2011 Meeting

5. Financial Report

6. President's Report

7. Staff Report

9. Committee Reports

Nominating Committee – Dianna Brawley Sussman

Letter to Members requesting Nominations for the Board of Directors

Facilities Location Committee

Search Committee – Tom Turner

Request for Bid

Personnel Committee – Nina Wunderlich

Illinois Heartland Library System Work Week

Resolution No: TBR 2011-17; Document No: TBD 2011-11

Illinois Heartland Library System Paid Holidays

Resolution No: TBR 2011-18; Document No. TBD 2011-22

10. ISL Report – Greg McCormick; Lawren Tucker

Letter to Tom Turner April 20, 2011

11. Unfinished Business

a. Illinois Heartland Library System Benefits

Document No: TBD 2011-12

b. Illinois Heartland Library System Salary Scale

The Illinois Heartland Library System Transition Board strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any of the current Library Systems at least 48 hours prior to the start of the meeting with your specific request.

Document No: TBD 2011-13

- c. Illinois Heartland Library System Pay Period
Document No: TDB: 2011-14

13. New Business

- a. Membership Grievance Policy
Resolution No: TBR 2011-13; Document No: TBD 2011-18
- b. Freedom of Information Procedures
Resolution No: TBR 2011-14; Document No: TBD 2011-19
- c. Resource Sharing Policy
Resolution No: TBR 2011-15; Document No: TBD 2011-20
- d. LLSAP Funds Policy
Resolution No: TBR 2011-16; Document No: TBD 2011-21
- e. Illinois Heartland Library System Staffing Assumptions
Resolution No: TBR 2011-19
- f. Compensated Absence and Sick Leave
Resolution No: TBR 2011-20
- g. Illinois Heartland Library System Employee Medical, Dental, Life, Vision,
Employee Assistant Program
Resolution No: TBR 2011-21

13. Announcements

Next Meeting: May 9, 2011 – Hilton Garden Inn, Effingham, Illinois

The Illinois Heartland Library System Transition Board strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any of the current Library Systems at least 48 hours prior to the start of the meeting with your specific request.

Letter to System Members seeking nominations for Board of Directors

Dear system members,

Please take a moment to complete this survey:

<http://www.surveymonkey.com/s/ZKS87ST> by WEDNESDAY, APRIL 27, 2011.

Your responses will help the nominating committee find potential candidates to serve on the Illinois Heartland Library System Board of Trustees. A slate of candidates will be developed with a goal toward geographic equality. Voting will take place in May.

There are 8 seats on the board for public library trustees, so please especially consider forwarding this survey to your trustees and/or nominating a trustee who might be willing to serve.

The Board will be comprised of the following elected members:

Eight (8) members from the governing boards of public library members.

Two (2) members representing public libraries

Three (3) members representing school libraries

One (1) member representing special libraries

One (1) member representing academic libraries

PLEASE RESPOND TO THE SURVEY BY WEDNESDAY, APRIL 27, 2011.

Thank you!

The nominating committee

Diana Brawley Sussman - Library Director - Carbondale Public Library
(618) 457-0354 dbrawley@shawls.lib.il.us

Deanne Holshouser - Librarian Director - Edwardsville Public Library
(618) 692-7556 deanneh@edwardsvillelibrary.org

Nancy Huntley- Librarian - Lincoln Library -Main
(217) 753- 4900 ext. 219 or (217) 753-4521
nancy.huntley@lincolnlibrary.info

Nina Pals - Librarian - Sarah Bush Lincoln Hospital Medical Library
npals@sblhs.org

Kim Keller - Librarian - Director - Bryan-Bennett Library - Salem, Illinois
(618) 548 - 3006 kkeller@shawls.lib.il.us

Bev Obert - Director – Director - Rolling Prairie Library System (Committee Liaison)
bevo@rpls.ws

Invitation for Bid (IFB) for Executive Director Search Services
Illinois Heartland Library System

Introduction

The Transition Board of Directors of the Illinois Heartland Library System (IHLS) is seeking support to assist in the search process for hiring an Executive Director. A Search Committee, appointed by the Transition Board of Directors, has been charged with the task of identifying a search firm or consultant that would effectively and efficiently provide this service.

Four multi-type library systems in the southern part of Illinois are merging into the Illinois Heartland Library System on July 1, 2011. The library systems operate under the Illinois Library System Act (75 ILCS 10), are separately incorporated and are governed by Boards who represent the members. The library systems are: Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and Shawnee Library System.

The Illinois Heartland Library System will serve a total of 594 multitype library agencies. The breakdown includes 38 Academic Libraries, 231 Public Libraries, libraries of 260 School Districts and 65 Special Libraries. The scope of library diversity ranges from major research institutions such as the University of Illinois to libraries staffed by a single person serving a population of less than 350. Current staff of the existing four systems includes 60 full time employees and 35 part time employees. The area served by the Illinois Heartland Library System is approximately 28,200 square miles. This region covers 58 counties in the central and southern parts of the state.

The Executive Director will serve as the chief administrative officer of the Illinois Heartland Library System and is charged with and responsible for implementing the policies and programs for the System, as well as directing and leading all operations and activities of the Illinois Heartland Library System. The Transition Board has established a very aggressive timeline in filling this position.

Scope of work:

The search firm or consultant will:

1. Coordinate a timeline for the application/hiring process.
2. Review the draft of the Executive Director's position developed by the Transition Board and assist the search committee in revising the position description, if needed.
3. Prepare an announcement of the Executive Director's position.
4. Advertise the Executive Director's position and ensure that there is a sufficient pool of candidates for consideration.
5. Review resumes for background and qualifications followed by telephone interviews to clarify each applicant's experience.
6. Prepare written summaries of three to five of the most promising candidates.
7. Evaluate candidates for serious consideration by conducting reference checks with individuals to evaluate on-the-job performance.

8. Verify the educational background of selected candidates and conduct criminal, financial, and civil litigation checks.
9. Check the media footprint of prospective candidates, including social media, publications, and online presence.
10. Develop a process with the search committee for interviews and coordinate the participation of candidates in the interview process.
11. Develop a list of legally appropriate interview questions.
12. Notify rejected applicants.
13. Accept other duties and activities as mutually agreed to by the Transition Board.

Proposal Process:

The Transition Board of the Illinois Heartland Library System must receive proposals from search firms or consultants in electronic format no later than 12:00 p.m. CDT on April 25, 2011. The search committee is expected to make a decision regarding the hiring of a consultant prior to May 3, 2011. This aggressive timeline has been established because the Transition Board prefers that the Executive Director be hired by June 30, 2011.

Please submit proposals to:

Thomas Turner, President, Illinois Heartland Library System Transition Board at:
tpturner90@hotmail.com.

Proposals must include the following:

- A clear proposal and outline that responds to the scope of the project.
- A statement that describes the expertise of the firm and consultant(s) in conducting an Executive Search.
- The degree of experience of the consultant(s) assigned to this project with similar endeavors.
- The resume(s) of the consultant(s) and at least three references for each consultant assigned to this project. Particular attention should be paid to experience in recruiting library personnel.
- An all inclusive bid that covers all fees and expenses and outlines specific services that are included and those tasks that are not covered.

For more information, please contact Thomas Turner, President, Illinois Heartland Library System Transition Board at: tpturner90@hotmail.com.

Resolution No: TBR 2011- 17

Subject: Illinois Heartland Library
System Work Week

Recommended By: IHLS
Transition Board Personnel
Committee

Date: April 25, 2011

Adopted:

Resolution

Illinois Heartland Library System Transition Board

The Personnel Committee of the Transition Board of the Illinois Heartland Library System met on Wednesday April 20, 2011 to begin their work. As part of that work the committee reviewed TBD 2011 – 11 and considered the comments made at the March 28 Transition Board meeting.

The Personnel Committee recommends that the Transition Board adopt a 40 hour work week for all exempt employees and that all employees working 37.5 hours or more per week be considered Full Time Employees and eligible for the IHLS full benefit package in accordance with the Personnel Code.

The Illinois Heartland Library System Transition Board does hereby resolve to adopt a 40 hour work week for all exempt employees (salaried) and that all employees working 37.5 hours or more per week be considered Full Time Employees and eligible for the IHLS full benefit package in accordance with the Personnel Code.

Work Week
Full Time; Part-Time

As the Transition Board moves to July 1, 2011, it is important to consider what the work-week will be for the Illinois Heartland Library System and what is considered full time employment and what is considered part-time employment. In addition it will be necessary to determine what benefits will be available to employees.

The 4 library Systems that are merging have different work weeks established.

LCLS = 40 hour work week

LTLS = 40 hour work week

RPLS = 37.5 and 40 hour work week

SHLS = 37.5 hour work week

Part Time Employment is different across systems and in some instances is not spelled out in terms of hours worked. It appears that employees working less than 30 hours per week are not eligible for paid health insurance in all systems.

Resolution No: TBR 2011- 18

Subject: Illinois Heartland Library
System Paid Holidays

Recommended By: IHLS
Transition Board Personnel
Committee

Date: April 25, 2011

Adopted:

Resolution

Illinois Heartland Library System Transition Board

The Personnel Committee of the Transition Board of the Illinois Heartland Library System met on Wednesday April 20, 2011 to begin their work. As part of that work the committee reviewed TBD 2011 – 12 and considered the issue of paid holidays. The committee reviewed the chart of the current paid holidays of each system as described in TBD 2011 -22.

The Personnel Committee recommends that the Transition Board adopt the following named days as paid holidays and include those in the personnel code:
New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

The Illinois Heartland Library System Transition Board adopts the following paid holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

The following chart outlines the current paid holidays for each of the Systems. The Personnel Committee reviewed this information to develop a recommendation to the Transition Board.

HOLIDAYS						
	LCLS	LTLS	RPLS	SHLS		
New Years Day	yes	yes	yes	yes		
Martin Luther King Day	yes	yes	yes	yes		
Lincoln's Birthday	yes	no	no	no		
President's Day	yes	yes	yes	yes		
Washington's Birthday	no	no	no	no		
Good Friday	yes	no	yes	yes		
Memorial Day	yes	yes	yes	yes		
Independence Day	yes	yes	yes	yes		
Labor Day	yes	yes	yes	yes		
Columbus Day	yes	yes	yes	no		
General Election Day (President and State Officials	yes	no	no	no		
Veteran's Day	yes	yes	no	yes		
Thanksgiving Day	yes	yes	yes	yes		
Friday following Thanksgiving	yes	no	yes	yes		
Christmas Eve Day	yes	yes	yes	yes		
Christmas Day	yes	yes	yes	yes		
New Years Eve Day	yes	no	yes	yes		
Floating	no	no	no	no		[1]
Personal Days	2	2	3	3	[2]	
Total Holiday / Personal	18	13	16	16		

System Staff Benefits

As the Transition Board moves to July 1, 2011 what benefits will be available to employees.

The following is for information purposes taken from each individual system Personnel Policy or Manual. The items included for information are the primary benefits, health insurance, vacation leave, medical or sick leave and holiday leave. No information is provided on Bereavement, Leave without Pay, Education Leave, etc. Information is not provided on the number of days staff receive for each type of leave. A chart will be prepared for the Transition Board prior to the next Board meeting.

LCLS -- From the Employee Handbook – “. . .all salaried employees shall receive pay for all holidays authorized by the office of the Secretary of State and the Board of Directors of Lewis & Clark Library System.”

“Part-time employees working on a regular 20-hour workweek schedule and receiving the same pay each pay period will receive the same proportionate vacation allowance as is given full-time staff members in the same vacation categories listed above.”

“Medical leave with pay is given to all full-time employees and salaried part-time employees working on a regular schedule. Medical leave is earned at the rate of eight hours per month for full-time employees. Part-time employees who work a regular 20-hour workweek schedule and receiving the same pay each pay period will earn medical leave at a proportionate rate.”

“Employees who routinely work at least 1,000 hours per year and their eligible dependent family members are covered under the Lewis & Clark Library System group health insurance program beginning the first day of employment. The Lewis & Clark Library System pays the premium for the employee only.”

LTLS -- From the Personnel Policy – “Part-time employee with partial benefits -- Employee who is regularly scheduled to work less than a 40 hour work week. Employee is paid on an hourly rate basis, is required to participate in the Illinois Municipal Retirement Fund (IMRF) if working in a position normally requiring 600 or more hours per year, and is entitled to pro-rated holiday, vacation, and sick leave benefits. Employees who work more than 30 hours per week on a regular basis are eligible to receive medical, dental, and life insurance.

Substitute employee -- Employee who is scheduled to substitute for a full or part-time employee, for no more than 400 hours in any twelve month period. Employee is paid on an hourly rate basis. A Substitute employee does not qualify

for holiday, vacation, sick leave, health, dental, retirement or other benefits.”

RPLS – From the Personnel Manual -- “Employees working 30 hours per week or more have group health, dental and life insurance

“Permanent part-time employees will earn holiday pay on a pro-rated basis.”

All full-time employees earn the benefit of sick leave with pay at the rate of 12 days per calendar year. Permanent part-time employees will earn sick leave on a pro-rated basis. Sick leave may be used in increments of one-half hour.

All permanent employees will earn vacation leave with pay. Permanent part-time employees will earn vacation on a pro-rated basis.

All full-time employees earn the benefit of sick leave with pay at the rate of 12 days per calendar year. Permanent part-time employees will earn sick leave on a pro-rated basis.”

SHLS – *From the Employee Handbook* – “All employees fall within one of the following categories that are relevant to determining eligibility for benefits:

1. Full-time employee – Employee who is regularly scheduled to work a 37.5-hour work week. Full-time employees are eligible for all benefits provided by the System.

Part-time employee – Employee who is regularly scheduled to work less than a 37.5-hour work week. Part-time employees receive holiday pay.”

Salary Scale

As the Transition Board moves to July 1, 2011, it is important to consider what the overall philosophy of payment plans and salary schedules.

The following is what is currently in place at each of the systems. This is for information and discussion purposes for the April 7, 2011 meeting.

LCLS -- LCLS does not have salary schedules or pay grades. Any salary adjustments have been made due to increased employee responsibilities. In those cases LCLS uses salary equity as a guide.

LTLS – From the LTLS Salary Administration Policy – “LTLS policy is that a salary range will be established for each class of position and that these ranges will be (a) internally equitable, i.e. fair when compared with the ranges established for other LTLS position classes as well as (b) competitive when compared with the rates paid and ranges utilized by other employees for comparable positions. The salary schedule is reviewed whenever necessary to keep salaries equitable and competitive within the budget constraints inherent in LTLS being a state-funded institution.

It is also LTLS policy that each employee will receive a rate of pay, which falls within the range established for their job; and the progression of each employee’s salary with the range will be determined by the employee’s on-the-job work performance.”

RPLS – From the Personnel Policy Manual – “The System shall maintain and revise as necessary an Employee Classification Schedule based on the similarity of duties and responsibilities assigned so that an equitable schedule of pay may be applied to employees performing equivalent duties

Salary ranges shall be determined by the Board of Directors. All exceptions must be approved by the Board.”

SHLS = From the Employee Manual – “The pay plan of the Library System consists of a salary schedule for each class of position, with the rates of pay that consider the difficulty and responsibility of each class of position. Each schedule is made up of several steps and gives the minimum rate, intermediate rates, and maximum rate. Periodically the entire salary schedule is reviewed based on the salaries of comparable library positions, internal equity, cost of living, and pay for similar work elsewhere.”

As the Transition Board moves to July 1, 2011, it is important to consider what the work-week will be for the Illinois Heartland Library System and what the pay period will be for the employees

The following is what is currently in place at each of the systems. This is for information and discussion purposes for the April 7, 2011 meeting.

LCLS – From the Employees handbook -- “Employees will receive pay via direct deposit semi-monthly. Statements of proof verifying that the deposits were made will be received on the first day (1st) and on the sixteenth (16th) day of the month. If these days occur on Saturday, Sunday or a holiday, statements of proof will be issued on the workday prior to the first (1st) and the sixteenth (16th) day of the month. Direct deposits cannot be made early for vacations or for any other reasons.”

LTLS – There are 26 pay periods a year – every other Friday. Employees are paid for hours worked through the preceding Friday. LTLS uses direct deposit into the employee’s bank account.

RPLS – From the Personnel Policy Manual – “All employees are paid bi-weekly. Employees terminating their employment in the middle of a pay period will be paid for the actual time worked during the pay period on the next regular pay date. Pay periods will begin on Mondays at 12:01 a.m.” “Direct deposit of paychecks will be made to the employees’ bank accounts on the Thursdays following the end of the pay period.”

SHLS – From the Employees handbook – “Paychecks will be issued biweekly on alternate Fridays. The pay period covered by each check will be the two-week period previous to the week in which the paycheck is issued.”

Resolution No: TBR 2011- 13

Subject: Membership Grievance Policy

Recommended By: Southern System Planning Panel; Legal Governance and Membership subcommittee

Date: April 25, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

As part of the planning process over the last several months, the Legal, Governance and Membership subcommittee of the Southern Systems Planning Panel developed Membership Grievance Policy to ensure that the member libraries of IHLS have a formal process to express concerns regarding IHLS Board Policy. The LGM subcommittee recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-18.

The Illinois Heartland Library System Transition Board does hereby resolve to approve the Membership Grievance Policy -- TBD 2011-18.

Illinois Heartland Library System Membership Grievance Policy

I. Purpose

The primary purpose of the Illinois Heartland Library System (IHLS) Membership Grievance policy is to provide a formal framework for the member libraries to bring about satisfactory resolution of complaints. This grievance procedure may also be used to appeal System Board decisions regarding membership applications and suspension of members.

II. Philosophy

System members who have complaints concerning system services should contact appropriate IHLS staff and the Executive Director. The Executive Director can resolve most service related complaints. Members can consult the Strategic Plan and the Annual Plan for a description of the mission, goals, and objectives of the System.

III. Grounds for Grievances

The Board of Directors of IHLS is authorized to develop and adopt written policies for the operation of the system. Advisory Councils are encouraged to suggest policies. All policies before the members and Advisory councils will review adoption by the IHLS Board. Members seeking to change those policies or suggest new ones should address their concerns to the Advisory Councils.

Claims of violation, misapplication or misinterpretation of Board adopted policies are grounds for grievances. Any Board action, or the application or interpretation of that action, may be grieved pursuant to this procedure. Decisions regarding membership applications and suspensions are also covered by this procedure.

Claims of violation, misapplication or misinterpretation of IHLS Board adopted policies between individual libraries should first be addressed by the members in conflict. Should the issue not be resolved, the parties may ask for a grievance hearing by the System Board. In requesting the hearing, documentation and an explanation of steps that have already taken place must be attached to the request form.

IV. Who can file an official complaint?

Formal complaints may be filed only by the Grievant's governing body or by an official specifically authorized to do so on behalf of the governing body.

V. Grievance Procedure

1

Grievant must submit the grievance in writing to the Executive Director via

The

registered mail.

2. Within ten (10) working days of receipt of the grievance, the Executive Director must respond in writing to the Grievant using the Membership Grievance Policy Appeal Form. In this communication, the Executive Director will either agree to comply with the member's wishes, will explain why IHLS cannot comply with those wishes, or will suggest a compromise or alternative solution.
3. If the Grievant is not satisfied with the Executive Director's decision, the Grievant may, within ten (10) working days of the Executive Director's reply, file an appeal in writing with the IHLS Board. The appeal must be sent to the IHLS Board President via registered mail. The appeal must include the name of the authorized representative of the Grievant as provided in Section III.
4. The Hearing Committee will consist of three (3) members of the System's Board of Directors designated by the Board President. The committee will choose a Chairman within five (5) working days. If the committee cannot agree on a Chairman, the Board President will appoint a Chairman.
5. Within ten (10) working days of appointment of the Chair, the Chair will schedule a hearing to be held within twenty (20) days of the appointment. Notice of the time and place of the hearing will be provided in writing to the Grievant and to the Executive Director. Any supporting documentation must be submitted in triplicate to the Chair of the Hearing Committee at least five (5) working days before the hearing date. The committee is encouraged to hear any evidence or verbal statements provided by the grieving party. If the committee chooses not to listen to any evidence or statements, a detailed explanation must be included in the written summary that is submitted to the IHLS Board. The hearing will be recorded.
6. Within ten (10) working days after the hearing, the Hearing Committee will submit the written summary of the hearing, any supporting documentation, and its recommendation for action. The Board may adopt, reject or modify any recommendation at its discretion. All decisions of the Board on recommendations of the Hearing Committee and all actions taken regarding the grievance and appeal are final (see section VII below). Notice of the Board's final action will be provided to the Grievant and Executive Director within ten (10) working days of the Board Meeting.
7. After the hearing a transcript of the hearing will be prepared.

VI. Time Limits

Deadlines specified in this procedure may be extended by the agreement of the Grievant and the Executive Director. However, if no extension is obtained, the failure of a Grievant to proceed to the next step within the time limit set forth will be deemed a waiver of any

further appeal concerning the particular grievance and decision. If the Executive Director does not issue a written decision within the proper time, the Grievant is authorized to proceed to the next step.

VII. Further Appeal Procedure

Board actions that result in membership suspension or denial of a membership application may be appealed to the State Librarian after exhausting the remedies set forth above. For further appeal procedures, consult the Illinois Administrative Code or the Illinois State Library.

**Illinois Heartland Library System
Membership Grievance Policy Appeal Form**

This form is to be completed by a member library when no satisfactory resolution to a complaint can be reached and the library is bringing the grievance to the IHLS Board of Directors.

1. Date:
2. Name of Library:
3. Name of the person authorized by the Grievant to represent the library in this matter
4. a. Briefly describe the problem.

b. What steps have been taken to try to resolve the problem?

c. Has the Membership Grievance Policy been followed?
5. Attach a copy of the written grievance submitted to the Executive Director. On what date was this document sent to the Executive Director?
6. Attach a copy of the response from the Executive Director. What date was the response received? Was the response received within ten (10) working days of the receipt of the grievance?
7. To appeal the decision of the Executive Director the grieving library must submit a written explanation of why the Executive Director's reply is not satisfactory. Attach that explanation to this form.

8 Does the library wish to have a transcript of the hearing?
Is the library willing to absorb any costs associated with obtaining the transcript?

THIS SECTION IS TO BE COMPLETED BY IHLS BOARD PRESIDENT ONLY.

1. Has the Chairman of the Hearing Committee sent notice of the hearing to the Grievant ? Indicate date sent and attach a copy of the notice.

2. Did the library submit supporting documentation in triplicate to the Chairperson of the Hearing Committee five (5) working days in advance of the hearing date? List the documents received and the number of pages contained in each document.

3. What recommendation was made by the Hearing Committee to the IHLS Board of Directors?

**Illinois Heartland Library System
Member-to-Member Grievance Hearing Request**

This form is to be completed by a member library when no satisfactory resolution to a grievance between members can be reached and the libraries are bringing the grievance to the IHLS Board of Directors.

1. Date:
2. Name of Libraries:
3. Name of the persons authorized by the Grievant to represent the library in this matter
4. a. Briefly describe the problem.

b. What steps have been taken to try to resolve the problem?

c. Has the Membership Grievance Policy been followed?
5. Attach any pertinent documentation (3 copies) pertaining to this grievance.

Does the library wish to have a transcript of the hearing?
Is the library willing to absorb any costs associated with preparing this transcript?

THIS SECTION IS TO BE COMPLETED BY IHLS BOARD PRESIDENT ONLY.

1. Has the Chairman of the Hearing Committee sent notice of the hearing to the Grievant ? Indicate date sent and attach a copy of the notice.

2. Did the libraries submit supporting documentation in triplicate to the Chairperson of the Hearing Committee five (5) working days in advance of the hearing date? List the documents received and the number of pages contained in each document.

3. What recommendation was made by the Hearing Committee to the IHLS Board of Directors and to the Grievant ?

Resolution No: TBR 2011- 14

Subject: Freedom of Information Procedures

Recommended By: Southern System Planning Panel/Legal, Governance and Membership Subcommittee

Date: April 25, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

As part of their planning process over the last several months, the Legal, Governance and Membership subcommittee of the Southern Systems Planning Panel developed Freedom of Information Procedures to ensure that IHLS complies with the Freedom of Information Act. The LGM subcommittee recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-19.

The Illinois Heartland Library System Transition Board does hereby resolve to approve the Freedom of Information Act Procedures -- TBD 2011-19.

**Illinois Heartland Library System
The Illinois Freedom of Information Act Procedures**

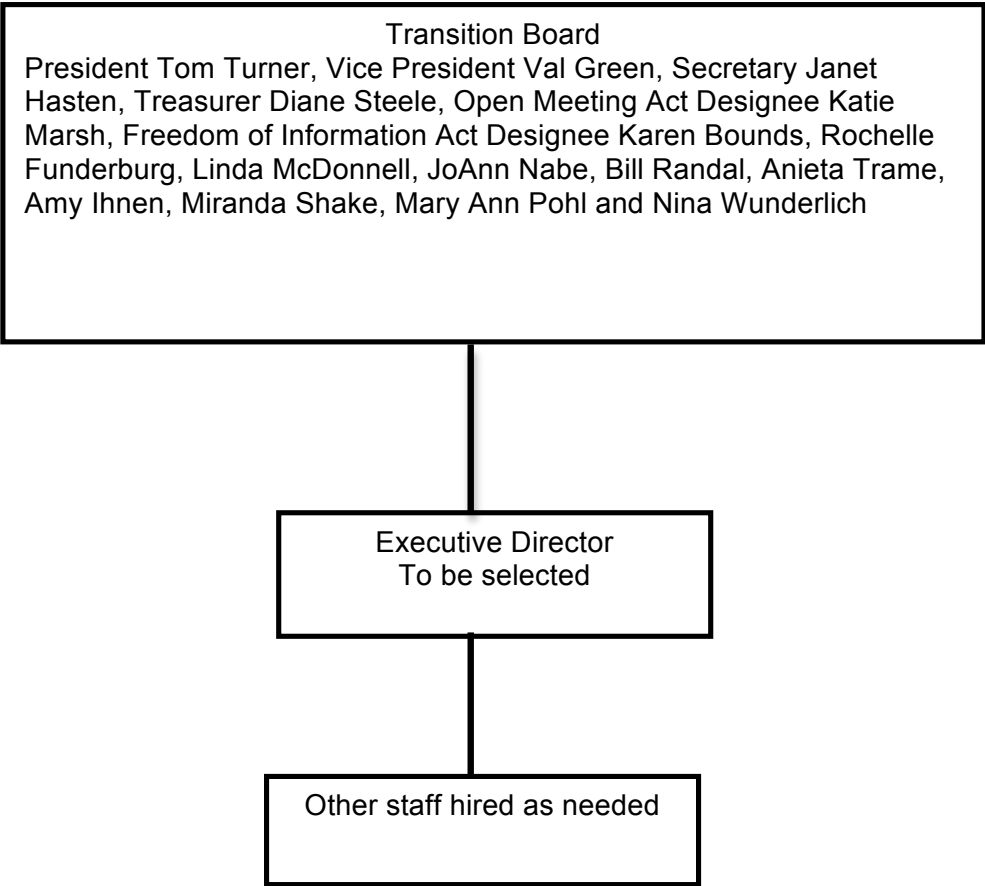
- I. A brief description of our public body is as follows:
 - A. The mission of the Illinois Heartland Library System is “to develop partnerships and share resources as a community of multitype libraries in pursuit of excellent service.”
 - B. An Organizational chart is attached.
 - C. There is no operating Budget for the Transition Board; Expenses incurred are shared equally between the Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, and Shawnee Library System.
 - D. There is no official office for this organization and no employees at this time.
 - E. The following organization exercises control over our policies and procedures: The Illinois Heartland Library System Board of Trustees, which will meet as follows.
 - April 7, Hilton Garden Inn, Effingham 6 PM
 - April 25, Videoconference (Sites listed below) 6 PM
 - May 9, Hilton Garden Inn, Effingham 6 PM
 - May 26 Videoconference 6 PM
 - June 9, Hilton Garden Inn, Effingham 6 PM
 - June 30 Videoconference 6 PM

Videoconference sites will be: Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, Shawnee Library System, Illinois State Library and Eastern Illinois University.

Its Members are Tom Turner, President; Val Green, Vice President; Janet Hasten, Secretary; Diane Steele, Treasurer; Katie Marsh, Open Meeting Act Designee; Karen Bounds, Freedom of Information Act Designee; Rochelle Funderburg, Linda McDonnell, JoAnn Nabe, Bill Randal, Anieta Trame, Amy Ihnen, Miranda Shake, Mary Ann Pohl, and Nina Wunderlich.
 - F. The following organization operates in an advisory capacity regarding our operation: Advisory Councils whose members have not been appointed.
 - G. We are required to report and are answerable for our operations to: Illinois State Library, Springfield, Illinois. Its Members are: State Librarian, Jesse White (Secretary of State); Director of the State Library, Anne Craig; and various other staff.
- II. You may request the information and records available to the public in the following manner:
 - A. Use request form (see attached).
 - B. Your request should be directed to the following individual: Karen Bounds, ROIA Designee, Shawnee Library System, 607 S. Greenbriar Rd., Carterville, IL 62918

- C. You must indicate whether you have a “commercial purpose” in your request.
 - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - a. There is a \$1.00 charge for each certification of records.
 - b. There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - c. There is a \$.15 per page charge for copied records in excess of 50 pages;
 - d. The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
 - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows:
 - Daily, 9 a.m. to 4 p.m.
 - Shawnee Library System, Administrative Offices
- III. Certain types of information maintained by us are exempt, i.e. personnel, from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Minutes of the Board of Directors
 - B. System Policies
 - C. Adopted Resolutions of the Board

Illinois Heartland Library System Organizational Chart



Resolution No: TBR 2011- 15

Subject: Resource Sharing Plan and Policy

Recommended By: Southern System Planning Panel & Resource Sharing Subcommittee

Date: April 25, 2011

Adopted:

Resolution Illinois Heartland Library System Transition Board

As part of their planning process over the last several months, the Resource Sharing subcommittee of the Southern Systems Planning Panel developed a comprehensive Plan to address the sharing of resources between members of the Illinois Heartland Library System and with libraries outside of IHLS. This document outlines responsibilities for Reciprocal Borrowing, Resource Access, Interlibrary Loan, LLSAP and Cooperative Discounts to ensure that the member libraries have a clear understanding of these important services. The Southern System Planning Panel and the Resource Sharing subcommittee recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-20.

The Illinois Heartland Library System Transition Board does hereby resolve to approve the Resource Sharing Plan and Policy -- TBD 2011-20.

Illinois Heartland Library System Resource Sharing Plan and Policy

I. Overview

The Illinois Heartland Library System operates with the primary mission of support for resource sharing.

We believe that our library users should be able to get what they want on the terms that they choose without undue hurdles from the library community. Similarly, we believe that libraries should strive to improve accessibility to their local collections through a regional, statewide, or national database.

As libraries make their collections visible on a regional scale, they provide a local, statewide, even international resource delivery system model that combines the strengths of all participating libraries. Toward that end, the following principles embraced by the Illinois Heartland Library System and its libraries are in place to encourage resource sharing and resource access. These services will enhance the role of libraries in the expanding information environment while maintaining the integrity of each institution's mandate and collections.

The following general statements apply to all policies:

- A. Restrictions shall only be imposed as necessary by individual institutions with the goal that the lowest-possible-barriers-to-fulfillment is presented to the user.
- B. Library users shall be given appropriate options for delivery format, method of delivery, and fulfillment type, including loan, copy, digital copy, and purchase.
- C. Global access to sharable resources shall be encouraged through formal and informal networking agreements with the goal towards lowest-barrier-to-fulfillment.

Because libraries want to remain a center for providing the best information, we believe every institution must re-evaluate its service model in light of the above principles, revise its policies and workflow to meet the global resource sharing and delivery mandate, and expose its resources to more general discovery.

To further affirm the commitment of the Illinois Heartland Library System, we affirm the [Rethinking Resource Sharing Manifesto](#).

II. Resource Sharing Policy

Illinois Heartland Library System

Introduction

The local library, whether public, school, academic, or special has the responsibility of locally meeting as many of its patrons' needs as feasible. However, for a variety of reasons, this may not always be possible. Properly used, resource sharing is an excellent method to help supplement the local library's collection. Reciprocal access, interlibrary loan, and reciprocal borrowing are all components of resource sharing. Reciprocal borrowing, interlibrary loan, and reciprocal access are not to be used as a substitution for the financial support and collection management of an individual library; they augment the provision of library services by the local library.

One point that must not be lost is that the library service of resource sharing is not free. Ultimately all residents of Illinois must share the cost. Residents who are not taxed for public library service will share the cost through nonresident fees.

State administrative rule 23 IL ADC 3030.35 (b) requires participation in several kinds of resource sharing as a condition of full membership in a library system. All full member libraries must follow the ILLINET Interlibrary Loan Code. In addition, full member public libraries must provide reciprocal borrowing to resident patrons of other public libraries that are full members of the library system and shall also honor library cards issued to non-residents of the system area if the library does not opt out of the non-resident card program. Any changes to this system Resource Sharing policy are subject to prior approval of the State Librarian.

All policies governing all aspects of the system's Resource Sharing Plan, including any and all fees that may apply, shall be posted on the system's web site.

A. Reciprocal Borrowing

1. Responsibilities of All Member Libraries

- a) Provide accurate information to patrons on the reciprocal borrowing rules and procedures in the system.
- b) Issue library cards that meet the minimum guidelines for reciprocal borrowing, including an expiration date, the patron's name, unique borrower's number, and the name of the issuing library.
- c) Annually review its nonresident fee policy and report to the system the method adopted by the library to determine the local use nonresident fee, the amount of the fee, and the effective date of the fee.

2. Responsibilities of the Card Issuing/Home Library

- a) Assist with the retrieval of delinquent material borrowed by one of its registered patrons.
- b) Reimburse lending library for reciprocally borrowed items not returned by patrons. The reimbursement will be made within eight weeks of receipt of the bill from the lending library.
 - 1) Upon receipt of a bill, the Card Issuing/Home Library will replace or reimburse the lending library for lost or damaged material not paid for by the reciprocal borrower, in a manner consistent with the lending library's policy.
 - 2) If reimbursement is not made within three months of receipt of a bill, the lending library may appeal to the System grievance procedure for further action. Such action may include loss of full member status or suspension from the system.
- c) A public library shall not sell a separate use card to residents who live in another legally established library service area that taxes for library service.
- d) A public library may choose to sell a nonresident card. If a library chooses to sell nonresident cards, the cards shall be issued; and nonresident fees shall be calculated according to appropriate Illinois Statute and the Illinois Administrative Code. The purchase of this card enables the purchaser to have reciprocal borrowing privileges at other public libraries. Nonresident cards must be clearly marked "Nonresident."

- e) Provide a means for non-LLSAP libraries to notify member public libraries of patrons reported as delinquent.

3. Responsibilities of the Lending Library

- a) Lend to reciprocal borrowers all materials in any format, as generously as possible.
 - 1) A library is expected to provide 60% or more of local circulation to their cardholders. A library which experiences an imbalance as a net lender in reciprocal borrowing may restrict (but not terminate or set to zero) reciprocal borrowing by the patrons of those libraries who have created a significant imbalance for the lending library. Such restrictions shall not include the charging of any fee that is not also charged to the patrons of the lending library that has experienced an imbalance.
 - 2) No library is expected to lend more than 15% of their total circulation to cardholders of another single library. To solve this imbalance, the lending library is expected to initiate communication with the card issuing library to solve the issue according to best practices. If a solution is not determined by the libraries involved, one of the parties may request that the system's grievance procedure be used to resolve the problem.
 - 3) The limiting library's Board of Trustees shall review any limits imposed on reciprocal borrowers at least annually to determine whether the conditions justifying such restrictions still pertain and the limits imposed remain fair and reasonable. Any restrictions imposed by a limiting library must be reported to the system for posting on the system website.
- b) Agrees to honor the delinquency thresholds of other system libraries and not circulate materials to delinquent patrons, whether a local patron or a patron of another library, until the delinquency is cleared. When in doubt, the library should contact the Card Issuing/Home Library for verification of the patron's status.
- c) Have a policy by which delinquent borrowers will be refused service until the borrower resolves the delinquency to the satisfaction of the lending library. A reciprocal borrower is subject to the same overdue, lost, or damaged material circulation policies as the lending library's patrons.
- d) Notify reciprocal borrowers of overdue materials in order to recover materials or collect payment directly from the patron and assist with the

retrieval of delinquent material borrowed by one of its registered patrons if requested by the lending library.

- e) Card Issuing/Home Library will reimburse lending library for reciprocally borrowed items not returned by patrons. The reimbursement will be made within eight weeks of receipt of the bill from the lending library.
- f) Agree to extend intersystem reciprocal borrowing privileges to patrons with valid borrower's cards from Illinois public libraries outside the system, provided the library extends reciprocal borrowing privileges to card holders outside its library system.
- g) Maintain and report adequate statistics concerning reciprocal borrowing transactions as required by the appropriate governing body, the System and/or the Illinois State Library. LLSAP members maintain reciprocal borrowing statistics through their online catalog. Non-LLSAP public libraries will maintain reciprocal borrowing statistics locally.

4. Responsibilities of the System

- a) Designate a staff member to coordinate, monitor, and guide the reciprocal borrowing program.
- b) The system will provide problem resolution for libraries experiencing inequities in reciprocal borrowing.
- c) Monitor reciprocal borrowing use patterns.
- d) Distribute current state and system agency policies to member libraries.
- e) Mediate, through a grievance procedure, reciprocal borrowing disputes, including, but not limited to the reimbursement settlement between the lending and the home libraries.

5. Suspension of Reciprocal Borrowing Privileges

- a) Violations of this policy may lead to the suspension of the reciprocal borrowing privileges of a non-public library's cardholders, the loss of full member status for public libraries, or suspension from the system for all types of libraries.
- b) If an interpretation of this policy is at issue, the system will use the procedures of the membership grievance policy to clarify the intent of the policy.

- c) The system will notify all public libraries of any member library whose reciprocal borrowing privileges have been suspended.
- d) In case of disputes arising from the application of the suspension provisions of the Resource Sharing Policy, the procedures described in the System Grievance Policy will be used.

6. Accessing School, Academic, and Special Libraries through Reciprocal Borrowing

When regulations governing the nonpublic library allow, libraries are encouraged to permit reciprocal borrowing of items from their collection by either:

- a) Accepting valid public library cards.
- b) Issuing community patron cards as provided for by their local policies.
- c) Encourage the lending of all types of material to reciprocal borrowing patrons on the same basis as to local patrons.

B. Reciprocal Access

1. Responsibilities of all Lending Libraries

- a) Provide information describing their local access requirements to the system.
- b) Encourage and inform patrons of the availability.
- c) Participate in the reciprocal access program by making its library resources available to patrons of other member libraries in the least restrictive way possible. Non-public libraries may place reasonable restrictions on physical access to their facilities and materials by patrons of other libraries.
- d) When regulations governing the nonpublic library allow, libraries are encouraged to permit on-site use of their collection by either:
 - 1) Open access anytime the library is open for use.
 - 2) Appointment made by the patron's Card Issuing/Home Library.
- e) Make available all nonproprietary, nonconfidential resources of the library for on-site use by reciprocal access patrons from other system libraries.

If, for a valid reason, a library cannot provide on-site physical access to its nonproprietary, nonconfidential library resources, the library must submit a plan to provide functionally equivalent access to patrons of other system member libraries.

- f) Follow the standard procedures for referring patrons to other Illinois Heartland member libraries, taking into consideration the access requirements of the library to which the patron is being referred.

2. Responsibilities of the System

- a) Designate a staff member to coordinate, monitor and guide the reciprocal access program.
- b) Collect and make available information describing local requirements of system libraries for on-site access.
- c) Provide a standardized means for referral of patrons.

III. Interlibrary Loan Policy

Introduction:

The Illinois Heartland Library System encourages and supports interlibrary loan through training, delivery, and negotiated reciprocal access. Interlibrary loan is based on mutual sharing between libraries.

The System's interlibrary loan policy does not supersede the ILLINET Interlibrary Loan Code but extends and supplements the code. The ILLINET libraries of Illinois are governed by the latest edition of the ILLINET Interlibrary Loan Code in their basic interlibrary loan activity. A copy of the [ILLINET Interlibrary Loan Code](#) is posted on WebJunction Illinois under the resource sharing section.

Among Illinois Heartland libraries, resource sharing and cooperation have long been seen as high priorities. The Illinois Heartland Library System and its members are active participants in the ILLINET resource sharing network. Illinois Heartland Library System members are committed to locating and facilitating the provision of material requested by patrons of an ILLINET member library, without assessing interlibrary loan fees, and with as few restraints as possible. The System recognizes the autonomy of the local library to decide whether to lend a specific item. Member libraries are expected to make use of interlibrary loan tools, such as automated tools, that will allow them to effectively serve their patrons.

1. Responsibilities of All Libraries

- a) Each member library is encouraged to adopt an interlibrary loan policy and procedures specific to its library. Once adopted, the library's policy and procedure documents should be available to patrons.
- b) Any library patron in good standing should be eligible for interlibrary loan.
- c) Each library shall comply with the current ILLINET Interlibrary Loan Code and shall file local interlibrary loan policies as required by the Code.
- d) Each library shall make its holdings available to other libraries by electronic or alternative means. Libraries without this capability are encouraged to share resources as broadly as they are able.
- e) Libraries are encouraged to enable the interlibrary loan functionality in electronic interfaces providing patron-initiated interlibrary loan capabilities, especially the WorldCat Interface.
- f) Notice of violations of this policy which are not satisfactorily resolved by the requesting and supplying library should be submitted in writing to the regional

library system, in accordance with current interlibrary loan ILLINET Code provisions.

- g) Libraries will participate in System-endorsed interlibrary loan training.

2. Responsibilities of the Requesting Member Library

- a) Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Materials requested from another library under this policy should generally be limited to those items for which there is no recurring demand. Interlibrary loan should be used to supplement, not supersede, the development of the library's collection.
- b) Requesting libraries should make every effort to develop and use local collection resources before requesting resources through interlibrary loan. Requesting libraries should next locate and directly request resources first from local databases, followed by regional, state, and national/worldwide resources.
- c) Libraries shall make interlibrary loan requests directly to an LLSAP or ILLINET owning library utilizing the LLSAP, statewide databases, or other means of verification and location access.
- d) Bibliographic description of requested material should be verified. If not verified, the bibliographic information should be as complete and accurate as possible. Regardless of means of request transmission, requests shall be made using accepted ALA standards for bibliographic citations.
- e) The requesting library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law, including public performance guidelines for audio-visual materials. An indication of compliance shall be provided with all copy requests.
- f) The safety of materials requested through interlibrary loan is the responsibility of the requesting library from the time the material leaves the supplying library until it is returned to the supplying library, unless loss or damage is determined to be the responsibility of the transporting agency. The requesting library is responsible for handling the material so as to ensure its return in good condition. If damage or loss occurs, the requesting library must meet all costs of repairs or replacement, in accordance with the preferences of the supplying library.
- g) The requesting library shall honor the supplying library's condition of loan, including observation of dates and duration of loans, fees (if applicable), and special handing provisions. Unless specifically forbidden by the supplying

library, copying of interlibrary loan material is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

3. Responsibilities of Supplying Libraries

- a) Within the System, libraries shall supply materials on the same basis as they lend materials to their own patrons with due consideration for the needs of their primary clientele. In accordance with the ILLINET Interlibrary Loan Code, libraries are strongly encouraged to implement generous supplying policies regarding other ILLINET libraries.
- b) The supplying library shall search, locate, and send or reply, refer or cancel all interlibrary loan requests promptly, within two working days of receipt of System member requests and within three working days of receipt of other ILLINET member requests.
- c) Libraries may not charge fees for loans of originals to other system libraries (unless under EXPRESS conditions as outlined in the ILLINET Interlibrary Loan Code).
- d) Members are encouraged to absorb the costs of providing photocopy service within the System and shall not charge fees for the provision of photocopies up to 20 pages in length for other system members. If libraries choose not to absorb total costs for articles exceeding 20 pages, the library shall inform the system of the charge; and the system shall post fees online. When a fee is charged, the library shall submit a bill with the filled request.
- e) The lending library is responsible for clearly and safely packaging and labeling materials for loan in accordance with System and statewide Illinois Library Delivery System (ILDS) guidelines. The lending library is responsible for communicating promptly and directly with the borrowing library regarding overdues, lost material billing charges, photocopy or fax fee billing, or apparent failure to follow the provisions of the policy.
- f) The duration of loan is set by the supplying library. The loan period should be comparable to that granted local patrons.

4. Responsibilities of the Regional Library System

The Regional Library System will:

- a) Designate a staff member to coordinate, monitor and guide the interlibrary loan program.
- b) Vigorously seek and negotiate partnerships with other consortia to allow access and reciprocal interlibrary loan capabilities.
- c) Support the timely, efficient delivery of material with intra-System delivery services.
- d) Investigate documented claims for items suspected to have been lost or damaged in transit. The System will pay for items for which it is deemed responsible.
- e) Provide statistics on interlibrary loan activity within the system based on usage, load, accessibility, and future developments.

IV. LLSAP Policy

Introduction:

The Illinois Heartland Library System, as a vital component of its resource sharing philosophy, fully supports the LLSAP (Local Library System Automation Program) as an integral service for member libraries. The LLSAP service, by providing access to local and regional diverse collections, allows each library's contributions to be of increased value because they enhance and enrich the whole.

The LLSAP service enables participating libraries to:

- ∞ Automate local library procedures, enabling the effective management of local library resources.
- ∞ Expand local patron services.
- ∞ Cooperate with other libraries in resource sharing.
- ∞ Share the cost of automation.

1. Responsibilities of the System:

- a) Oversee and manage the LLSAP service as a primary component of the system's mission.
- b) Share the yearly ongoing costs to maintain the LLSAP(s).
- c) Seek funding from outside sources to allow growth and development for new and existing members.
- d) Provide fiscal, managerial, contractual, and legal oversight for the LLSAP(s).
- e) Foster an environment of innovation and development with a focus on multitype consortial implementations of new products and services.
- f) Provide a delivery infrastructure that promotes the resource sharing aspects that are integral to the LLSAP's continued viability.
- g) Promote the benefits of the LLSAP to all Illinois Heartland System members.
- h) Support and implement a fully-featured automation product that effectively and efficiently manages the resource sharing needs of a large, multitype library organization while meeting the local needs of the LLSAP member libraries.
- i) Maintain an LLSAP governance structure that represents the entire LLSAP membership. Develop fair and equitable shared policies that allow for

- resource sharing to happen seamlessly across the entire Illinois Heartland Library System while honoring local library policies as possible.
- j) Determine and assess a cost-effective, ongoing membership fee structure for all Illinois Heartland libraries.
 - k) Determine and assess a cost-effective fee structure for all Illinois Heartland libraries that contributes to a replacement capital equity fund for future LLSAP purchases.
 - l) Continually identify and encourage new libraries to join the existing LLSAP through a program of subsidies or grants.
 - m) Continually seek ways to implement innovative services that will move LLSAP libraries to new and timely technology services.
 - n) Agree to uphold current statewide library policies such as the ILLINET code, the Statewide Cataloging Standards, and other statewide policies that may be implemented in the future.
 - o) Ensure that the security of the system is maintained.
 - p) Maintain compliance with the Library Records Confidentiality Act of the Illinois Revised Statutes.
 - q) Manage the LLSAP to ensure optimum interoperability among all the functions, programs, and configurations and to ensure accurate and quality data.

3. Responsibilities of the LLSAP Membership:

- a) Accept and follow the Illinois Heartland Library System Resource Sharing Policy and other Illinois Heartland Library System policies and procedures.
- b) Retain full membership status in the Illinois Heartland Library System.
- c) Follow policies and procedures established by the Illinois Heartland System LLSAP(s) governance.
- d) Participate in decision-making to enhance and expand the Illinois Heartland Library System LLSAP(s).
- e) Allow staff to participate in all required training programs.
- f) Assume and pay promptly when due any financial obligations arising from membership in Illinois Heartland Library System LLSAPs. The shared costs

between the Library, other participating libraries, and Illinois Heartland Library System include: central site, database management and operations staff, vendor maintenance costs, shared database access charges, and other costs agreed to between the libraries and Illinois Heartland Library System.

- g) Notify the Illinois Heartland Library System in writing by January 1 prior to the fiscal year in which the library intends to leave the LLSAP. There will be costs involved in removing data should the Library elect to leave the LLSAP.
- h) Comply with vendor contract requirements and technical access specifications as specified by Illinois Heartland Library System LLSAP.
- i) Follow the Illinois Heartland Library System Grievance Procedure process in disputes related to LLSAP policies and procedures.

4. Supporting Documentation for LLSAP Administration:

LLSAP Basic Philosophy as approved by Planning Panel Resource Sharing Committee on 10/13/2010

- We support resource sharing.
- We believe in cooperation and continuing efforts to bring more libraries into the automation program(s).
- We have a responsibility to not betray the trust of our current and future members.
- We support automation of library workflows and operations and continuation of local policies, within the constraints of any chosen software product.
- We are committed to providing an affordable, functional product.
- We will continue to build relationships with members, not just provide vendor service.
- We will strive to provide innovative services and products to members in the future.
- We believe that the system automation program(s) should cooperate to the fullest extent possible with a system organization.
- Any proposal made by this group is incumbent on the regional system being able to provide delivery. The database should be structured in such a way that requests will be filled taking geographic proximity into account (so patron requests would be filled from nearby libraries if the item is available nearby) in order to maximize efficiency of the delivery system and provide prompt service to patrons.

V. Cooperative Discounts

- A. The Illinois Heartland Library System avidly explores and pursues cooperative discounts that will benefit all members.
- B. The Illinois Heartland Library System offers all full member libraries group discounts on library supplies, electronic resources, bibliographic resources, and other products that leverage the entire group's buying power, resulting in better pricing for all members. Although most discounts will be negotiated and offered to the entire membership group, it is possible that some product discounts will be applicable to only certain types of libraries, primarily because the audience for the product is a particular type of library. Under some special negotiated arrangements, the Illinois Heartland Library System may apply a fee as part of the discounted package. All such fees must be included in the system's annual plan of service or subsequent amendments to the plan of service and are not effective until the plan or subsequent amendment or amendments to the plan are approved by the State Librarian.
- C. The Illinois Heartland Library System will continue to participate in the Illinois State Library-sponsored bibliographic utility and interlibrary loan resource (currently OCLC) as its main source for cataloging and interlibrary loan products.

Definitions:

Academic Library: The library or libraries of an institution of education beyond the secondary level.

Card Issuing/Home Library: the library that issues a resident or nonresident card to an Illinois citizen.

Closest Public Library: A participating public library that issues nonresident library cards. The factor in determining the closest public library for the nonresident shall be determined by the location of the participating public library and the provisions of the Illinois Administrative Code (23 IL ADC 3050.25).

Interlibrary Loan: Interlibrary loans are transactions in which library materials are made available from one library to another. An interlibrary loan is defined as a transaction in which the material moves from library to library/designated library user. The libraries involved in interlibrary loans are not under the same library administration. (Illinet Interlibrary Loan Code, 2000)

Library System as defined in Illinois Library Compiled Statutes (75 ILCS 10/2):

- (1) A multitype library system serving (i) a minimum of 150,000 inhabitants or (ii) an area of not less than 4,000 square miles and serving a minimum 10 or more public libraries, elementary and secondary school libraries, institutions of higher education libraries and special libraries.

- (2) A public library system consisting of a single public library serving a city of over 500,000 population
- (3) A multitype library system that serves the same territory as a library system under subparagraph (2) of this definition that provides service to elementary and secondary school libraries,

Multitype Reciprocal Borrowing: A voluntary plan for reciprocal borrowing privileges extended to cardholders of any group of System member libraries, which includes at least one nonpublic library.

Nonresident: An individual residing in Illinois who does not have his or her principal residence within the territory of a public library service area.

Nonresident Library Card (minimum requirements): Card should include the name of the nonresident, expiration date, name and address of the issuing library, and the word "Nonresident". The nonresident library card shall be issued for 12 months. A citation for this definition can be found at: IL ADC 3050.50.

Nonresident Property Owner: A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the public library service area.

Nonresident Property Owner Card (minimum requirements): Upon presentation of the most recent tax bill upon taxable property in a public library service area, the owner is issued a library card. Only one such nonresident card is issued for each parcel of taxable property. The card should include the name of the nonresident property owner, expiration date, and the name and address of the issuing library. Citations for the statutes regarding this situation can be found at: ILCS 5/4-7 and ILCS 16/30-55.60

Participating Public Library: A public library whose board of trustees authorizes the issuance of nonresident library cards.

Public Library: A tax-supported public library established by or as a governmental unit that either is authorized to levy a tax for library purposes or supports the library at least in part from local tax revenues other than federal revenue sharing. Such a library is established by a city, village, incorporated town, township, county or library district by various Illinois statutes cited in 23 IL ADC 3030.10. This definition excludes free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a governmental unit.

Reciprocal Access: Arrangement in which a library patron is allowed on-site access to the resources of another library. Materials do not leave the building. The public at large, under certain conditions, may be allowed use of nonpublic libraries' or nonpublic institutions' member libraries in the System. Access is provided either through open

access during the library's open hours or by appointment upon referral by the librarian making the referral.

Reciprocal Borrowing: The right of a person holding a valid library registration card from a full member public library or a library system, to borrow on site from all the other public libraries that are full members of the library system without using interlibrary loan mechanisms. Nonpublic libraries are encouraged to allow reciprocal borrowing within their legal limits. Per section 3030.35 of the Administrative Code, full system members shall also provide reciprocal borrowing to resident patrons of other public libraries that are full members of the library system and shall also honor library cards issued to non-residents of the system area if the library does not opt out of the non-resident card program.

Resident: A person residing in Illinois who has his or her principal residence within the territory of a public library service area.

Resident Library Card (minimum requirements): Card should include the name of the resident, expiration date, and name and address of the issuing library.

Resource Sharing: Activities through which member libraries within the System cooperate in the sharing of resources and services with patrons or libraries entitled to library borrowing privileges. The concept of resource sharing includes, but is not limited to, interlibrary loan, reciprocal access, telephone reference, chat, or other forms of electronic transmission and reciprocal borrowing.

School Library: The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.

Special Library: The Library of, or under, the governing authority of any body or institution not defined elsewhere in these definitions.

Resolution No: TBR 2011-16

Subject: LLSAP Reserve &
Revenue/Expenditure Funds Policy

Recommended By: Southern
System Planning Panel

Date: April 25, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

LLSAP Capital Reserve Accounts: The four southern system LLSAPs have historic differences in the development and management of their corresponding capital reserve and revenue/expenditure accounts. As the Illinois Heartland Library System begins it is important to continue these separate funds for a period of time to ensure the smooth transition of the four LLSAP's into one shared organization. These funds will also ensure the members of IHLS that the Board understands and appreciates that currently these funds are to be used for services and hardware related to the individual LLSAP group members. The Southern System Planning Panel recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-21.

The Illinois Heartland Library System Transition Board does hereby resolve to approve the LLSAP Reserve & Revenue/Expenditure Funds Policy -- TBD 2011-21.

**Illinois Heartland Library System
LLSAP Reserve & Revenue/Expenditure Funds Policy**

LLSAP Capital Reserve Accounts: The four southern system LLSAPs have historic differences in the development and management of their corresponding capital reserve and revenue/expenditure accounts. As part of the merger discussion involving the four southern systems, the LLSAP managers have prepared this recommendation for the Planning Panel's consideration, which was approved by the Resource Sharing Committee and the Planning Panel.

It shall be the Policy of the Illinois Heartland Library System that:

- Under the new administrative structure, for each of the four LLSAPs (including accumulating interest on those funds) separate restricted funds will be created in the budget. Maintain separate funds as 'LINC Fund', 'GateNet Fund', 'Silnet Fund', and 'RPLS LLSAP Fund' and other funds as necessary. These separate funds shall be reviewed and modified upon the system developing a single shared bibliographic database.
- Maintain the current LLSAP governance, fee allocation, and budgeting structures and processes currently in place (in FY2011) for each LLSAP until such time as each LLSAP group joins a single, shared bibliographic database.
- The Illinois Heartland Library System Board of Directors will determine the amount of area and per capita funding that will be allocated to support LLSAP services.

Resolution No: TBR 2011- 19

Subject: IHLS Staffing Assumptions

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

Date: April 25, 2011

Adopted:

Resolution Illinois Heartland Library System Transition Board

By July 1, 2011 the Illinois Heartland Library System will need staff in place to continue the services of Resource Sharing, LLSAP, Delivery, Administration and grant programs such as Talking Book Service, ILLINET Billing, Illinois WebJunction Illinois and the Cataloging Maintenance Centers without any interruption. The system directors have been looking at options to ensure this is fair to our current employees and fair to the member libraries. In order to continue to move forward with staffing for IHLS we are proposing that these assumptions guide the Board and staff in moving forward.

- ♦ Develop salary ranges and not a specific step scale for the beginning of IHLS due to lack of time.
- ♦ Develop the salary ranges based on the highest Scale of the current systems.
- ♦ When hiring for IHLS staff positions current employees will be given first opportunity to apply.
- ♦ Positions will be offered to existing employees of the four Systems first, based on qualifications that best meet the knowledge, skills and abilities of the required positions. When qualifications are equal, tenure with an existing System will prevail.
- ♦ For positions where no internal candidates are selected, the position would be held vacant for the new Executive Director to hire.

The Illinois Heartland Library System Transition Board does hereby endorse the above listed assumptions for staffing.

Resolution No: TBR 2011- 20

Subject: Compensated Absence
and Sick Leave

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

Date: April 25, 2011

Adopted:

Resolution

Illinois Heartland Library System Transition Board

The current library systems have compensated absences identified in the merger application that was sent to the Illinois State Library as part of the due diligence process. In order to assure a smooth transition to the Illinois Heartland Library System and to provide current employees compensation for vacations they have accrued during their tenure with their current system, the Executive Directors of the current library Systems recommend the compensated vacation leave owed to current employees be paid by the current employer as of June 30, 2011. We further recommend that any employees that become staff members of IHLS be allowed to retain 5 vacation days that are not paid out in order for the employees to utilize some leave during the first few months of operation. The rationale is: staff should be compensated for this time at their current rate of pay, IHLS will not incur the large liability of the compensation pay out, staff that continue may have vacation plans for the summer and we want to ensure that they can take advantage of those plans.

Staff members of current systems also have considerable sick leave accumulated. It is recommended that all sick leaves be transferred to IHLS for those staff members continuing employment. This ensures that staff will continue to be able to use unused sick leave for IMRF retirement credit.

The Illinois Heartland Library System does hereby resolve to request that the Lewis & Clark Library System, the Lincoln Trail Libraries System, the Rolling Prairie Library System and the Shawnee Library System pay the compensated vacation leave owed to current employees by the current employer as of June 30, 2011 and that any employees that become staff members of IHLS be allowed to retain 5 vacation days that will be carried forward into IHLS.

The Illinois Heartland Library System Transition Board does further resolve to allow all sick leave to transfer to IHLS for employees of current systems hired by IHLS.

Resolution No: TBR 2011- 21

Subject: Illinois Heartland Library System Employee Medical, Dental, Life, Vision, Employee Assistant Program

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

Date: April 25, 2011

Adopted:

Resolution

Illinois Heartland Library System Transition Board

In order for the Illinois Heartland Library System Transition Board to determine what Medical, Dental, Life, Vision and Employee Assistance benefits will be provided to staff of IHLS, the current Business Managers have been evaluating current system benefits to develop an Invitation to Bid (ITB). The Executive Directors recommend that the IHLS Transition Board approve the release of an ITB within the next 5 days. The bid document would include requesting bids that incorporate two levels of coverage – the best coverage in each area from the existing systems and a level of coverage that is based on recommendations from the current Business Managers.

The Illinois Heartland Library System Transition Board does hereby authorize the Executive Directors to release an Invitation to Bid for Medical, Dental, Life, Vision, and Employee Assistance programs for IHLS.