

ILLINOIS HEARTLAND LIBRARY SYSTEM

July 5, 2011 Board Meeting

Tuesday, July 5, 2011
6:30 P.M.

Hilton Garden Inn
1301 Avenue of Mid-America
Effingham, IL 62401
(217) 540-7777

1. Call to Order
2. Meeting Convener---The Convener for the meeting will be determined by drawing a name from a hat of those Board Members present.
3. Roll Call---Recording Secretary
4. Election of Officers
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
5. Determination of Terms of Service
6. Public Comments
7. Financial Report
8. Staff Report
9. ISL Report
10. New Business
 - a. Appointment of Interim Director
 - b. Transition Board Resolutions for Ratification
 - 10.b.1 System By-Laws
 - 10.b.2 Electronic Meetings Policy
 - 10.b.3 IMRF
 - 10.b.4 Membership Criteria
 - 10.b.5 Financial Policy
 - 10.b.6 Investment Policy
 - 10.b.7 Membership Grievance Policy
 - 10.b.8 Freedom of Information
 - 10.b.9 Resource Sharing Policy
 - 10.b.10 LLSAP Reserve & Revenue/Expenditure Funds Policy
 - 10.b.11 IHLS Salary Ranges
 - 10.b.12 IHLS Service Credit and Sick Leave
 - 10.b.13 Personnel Code
 - 10.b.14 COBRA and IMRF Retiree Benefits
 - 10.b.15 System Fund Descriptions
 - c. Board Meeting Time, Location and Dates

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- d. Committee Appointments
 - e. Legal and Financial Arrangements
 - 10.e.1 Resolution for Transacting Financial Activity
 - 10.e.2 Bonding for Treasurer and OCLC
 - f. Executive Director Search Committee
-
- 11. Announcements
 - 12. Adjournment

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.

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 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 2011-09

Subject: Membership Criteria

Recommended By: Southern
System Planning Panel

Date: April 7, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

Membership has been one of the most studied aspects of the merger process. Membership criteria have been reviewed and commented on by the boards Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System and the Shawnee Library System. Because of the understanding that the Illinois State Library desires to have a statewide criteria for RAILS and IHLS the Planning Panel is recommending the adoption of the criteria as listed in the administrative code for IHLS, with the understanding that work on statewide membership criteria will begin after July 1, 2011. Further the Boards of the current systems have been asked not to accept any new members during the remaining of fiscal year 2011. The panel recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-10.

The Illinois Heartland Library System does hereby resolve to approve the Membership Criteria as attached in --TBD 2011-10.

Resolution No: TBR 2011-11

Subject: Financial Policy

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

Date: April 7, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

In order to ensure that the Illinois Heartland Library System (IHLS) has solid internal fiscal controls, the development of a financial policy was part of the work undertaken by the Legal, Governance and Membership subcommittee of the Southern System Planning Panel. This document has been shared with the planning panel. The subcommittee recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-16.

The Illinois Heartland Library System does hereby resolve to adopt the Financial Policy -- TBD 2011-16.

Resolution No: TBR 2011-12

Subject: Investment of Public Funds Policy

Recommended By: Southern Systems Planning Panel/Legal, Governance and Membership Committee

Date: April 7, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

In order to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Illinois Heartland Library System, the Legal, Governance and Membership subcommittee of the Planning Panel developed a policy regarding the investment of public funds. This document has been shared with the planning panel. The subcommittee recommends that the Illinois Heartland Library System Transition Board adopt the Resolution as attached in TBD 2011-17.

The Illinois Heartland Library System does hereby resolve to approve the Resolution on Investment of Public Funds ---TBD 2011-17.

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.

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.

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.

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.

Resolution No: TBR 2011-23

Subject: IHLS Salary Ranges

Recommended By: Executive Directors

Date: May 9, 2011

Adopted:

Resolution Illinois Heartland Library System Transition Board

The Illinois Heartland Library System Transition Board authorized the development of salary ranges based on the highest scale of the current systems. In addition the Transition Board authorized the development of salary ranges and not a specific step scale for the beginning of IHLS.

The Directors recognize that this type of salary ranges represent a significant change for some staff. All current staff members salary were examined based on this proposed range. Overall there was a significant overlap of current salaries within the proposed ranges based on position descriptions. With that review the Directors believe that these ranges can be used for budgeting and hiring purposes as we begin in IHLS. It is anticipated that this will be a document that will be reviewed and revised during FY 2012. It is also recognized that as we finalize the position descriptions there may be a need to revision the information contained in the Description of position type.

The IHLS draft budget is based on these salary ranges. In addition the full time salaries are based on the Transition Board approved 40-hour workweek.

The Illinois Heartland Library System Transition Board does hereby resolve to approve the "Illinois Heartland Library System Salary Range and Classification Schedule July 1, 2012" as the ranges to be utilized in developing the FY 2012 Budget and for hiring personnel for IHLS.

**Illinois Heartland Library System
Salary Range and Classification Schedule
July 1, 2012**

Classification	Minimum Salary	Minimum Hourly	Midpoint Salary	Midpoint Hourly	Maximum Salary	Maximum Hourly	Description of position type
8	\$68,871	\$33.11	\$91,828	\$44.15	\$114,784	\$55.18	Executive Director
7	\$54,549	\$26.23	\$74,659	\$35.89	\$93,324	\$44.87	Assistant Director – Administrator MLS
6	\$45,342	\$21.80	\$60,456	\$29.07	\$73,619	\$35.39	College degree and/or MLS Administrative work
5	\$36,448	\$17.52	\$48,597	\$23.36	\$60,747	\$29.21	College degree and/or MLS required. Working directly with Members/administration
4	\$29,0223	\$13.95	\$38,697	\$18.60	\$48,371	\$23.26	Associates Degree plus experience, support positions level 2
3	\$24,336	\$11.70	\$32,490	\$15.62	\$40,602	\$19.52	Associates Degree, support positions level 1
2	\$18,574	\$8.93	\$25,210	\$12.12	\$31,491	\$15.14	High School diploma/GED required working in Distribution
1	\$17,430	\$8.38	\$24,086	\$11.58	\$30,118	\$14.48	Basic work, High School or college students eligible

The following is illustrative only of what positions currently are included in each Classification. No person should construe the examples as a final determination for what positions are included in each classification.

- 1 - Page/Sorter
- 2 - Delivery Driver
- 3 - Accounting Specialist, LLSAP Support
- 4 - Delivery/Site Supervisor
- 5 - Fiscal Officer, Membership Development
- 6 - Resource Sharing Manager
- 7 - Resource Sharing/LLSAP Coordinator
- 8 - Executive Director

Resolution No: TBR 2011-25

Subject: IHLS Service Credit & Sick Leave Carry Over

Recommended By: Personnel Committee

Date: May 26, 2011

Adopted:

Resolution
Illinois Heartland
Library System
Transition Board

The current library systems have many dedicated employees. Over the years of employment those employees have earned service credit (number of years working for the organization) and sick leave. The personnel committee recommends that employees who will be offered positions in the Illinois Heartland Library System retain the service credit for purposes of vacation. The committee further recommends that all unused sick leave be carried forward to IHLS.

The Illinois Heartland Library System Transition Board resolves to carry forward service credit and unused sick leave to IHLS beginning July 1, 2011.

Resolution No: TBR 2011- 40

Subject: IHLS Personnel Code

Recommended By: IHLS
Transition Board Personnel
Committee

Date: June 30, 2011

Adopted:

Resolution

Illinois Heartland Library System Transition Board

The Personnel Committee of the Illinois Heartland Library System Transition Board has reviewed and revised the draft of the personnel code that was forwarded to them by the Southern System Planning Panel. The committee met weekly for the past 2 months to ensure that a code was developed that brought together the personnel policies of the systems. To that end the Personnel Committee recommends that the IHLS Transition Board adopt the Personnel Code as presented in TBD 2011-37.

The Illinois Heartland Library System does hereby resolve to approve the IHLS Personnel Code (TBD 2011- 37) for all employees of the Illinois Heartland Library System, except where the provisions of the code are in direct conflict with any specific provisions of an applicable collective bargaining agreement.

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- 24

Subject: Illinois Heartland Library System Fund Descriptions

Recommended By: Executive Directors

Date: May 9, 2011

Adopted:

Resolution

Illinois Heartland Library System Transition Board

The Illinois Heartland Library System will have fiscal authority over major funds from a variety of sources of revenue. In order to ensure that IHLS is following the Uniform Accounting Manual, 2007 from the Illinois State Library the following funds need to be established.

Governmental Fund Type

General Fund – This is a governmental fund type. All the revenue and expenditures from the general fund will be with money received from the system area and per capita grant.

Special Revenue Fund(s) – This is a governmental fund type. There will be multiple special revenue funds in IHLS. The revenue and expenditures in each of the special revenue funds will be from a specific grant awarded to IHLS or its predecessor systems by the Illinois State Library. IHLS anticipates having the following grants beginning July 1, 2011 Blind and Physically Handicapped, ILLINET/OCLC Accounting Services, Cataloging Maintenance Centers, TMQ, and WebJunction Illinois. Each of these will have it's own special revenue fund. For recurring grants each grant year there will be a new special revenue fund for the continuing grant.

Capital Projects Fund – This is a governmental fund type. This fund is for capital acquisitions and major construction. The revenue for this fund will be designated funds that originate primarily from the General Fund. Expenditures will be as a fund transfer to the General Fund.

Proprietary Fund Type

Gatenet Operations Fund – This is an enterprise fund within the proprietary fund type. This fund will be used for the annual operations of the Gatenet LLSAP. All revenue and expenditures from this fund will be from the shared costs received from the participating members of Gatenet.

LINC Operations Fund --This is an enterprise fund within the proprietary fund type. This fund will be used for the annual operations of the LINC LLSAP and the LINC Cataloging Center. All revenue and expenditures from this fund will be from the shared costs received from the participating members of LINC.

RPLS LLSAP Operations Fund -- This is an enterprise fund within the proprietary fund type. This fund will be used for the annual operations of the RPLS LLSAP. All revenue and expenditures from this fund will be from the shared costs received from the participating members of the RPLS LLSAP.

SILNET Operations Fund -- This is an enterprise fund within the proprietary fund type. This fund will be used for the annual operations of the SILNET LLSAP. All revenue and expenditures from this fund will be from the shared costs received from the participating members of SILNET.

LINC Equity Fund – This is an enterprise fund within the proprietary fund type. This fund will be used as an equity fund for the primary purpose of adding new services or upgrading to new hardware and software for LINC. The revenue for this fund comes primarily from fees accessed when libraries join LINC. Expenses from this fund will be by fund transfer from this fund to the LINC LLSAP fund.

SILNET Equity Fund --This is an enterprise fund within the proprietary fund type. This fund will be used as an equity fund for the primary purpose of upgrading to new hardware and software for SILNET. The revenue for this fund comes from the sale of the SHLS building. Expenses from this fund will be by fund transfer from this fund to the SILNET LLSAP fund.

Cooperative Sustainable Services Fund – This is an enterprise fund within the proprietary fund type. This fund is for services that IHLS will provide on primarily on a fee basis. Examples of services supported in this fund are PLINKIT, Education Programs, Cooperative Purchase and other programs where there is a fee that is not associated with the LLSAPs. Expenses will be made directly from this fund.

Fiduciary Fund Type

Gatenet Fiduciary Fund -This is a fiduciary fund type. This fund is money held in trust for the member libraries of Gatenet and used as an equity fund for the primary purpose upgrading to new hardware and software for Gatenet. Expenses from this fund will be by fund transfer from this fund to the Gatenet LLSAP fund.

RPLS Fiduciary Fund - This is a fiduciary fund type. This fund is money held in trust for the member libraries of the RPLS LLSAP and used as an equity fund for the primary purpose upgrading to new hardware and software for the RPLS LLSAP. Expenses from this fund will be by fund transfer from this fund to the RPLS LLSAP fund.

ILLINET OCLC Fiduciary Fund - This is a fiduciary fund type. This fund is held in trust for the OCLC member libraries in Illinois. Revenue from this fund is received from the OCLC members to pay for the group services and member libraries monthly transitions for the ILLINET network bill. Expenses are directly made from this fund.

The Illinois Heartland Library System does hereby resolve to approve the establishment of Governmental, Proprietary and Fiduciary Fund Types as described in this resolution.