

EMPLOYMENT AGREEMENT

The Illinois Heartland Library System (“system”) and its Executive Director (“director”), agree to the following.

Salary – the director shall receive a 2% annual salary increase, effective each July 1, as long as expectations are being met. If expectations are being exceeded, then the annual salary increase will be 3%. The Board of Directors (“board”) must perform an annual review each year. Assessment tools will be made available to the board each March for assessments to be completed by the April board meeting. The assessment must indicate whether the director needs to improve, is meeting expectations, or is exceeding expectations. If the board does not perform an annual review by May 1, then the assessment is that the director is exceeding expectations with the appropriate increase.

Duties – the system offers and the director accepts the position of Executive Director of the Illinois Heartland Library System. The parties agree the position of Executive Director is a full-time position, requiring a minimum of forty (40) hours per work week or more, and that the majority of the director’s duties are executive and supervisory. The director’s duties include the duty to make effective recommendations to the board on various matters of policy while the Executive Director runs the day-to-day business of the system. The director shall perform such other and additional duties as the board may from time to time direct. The board generally reserves to itself, without limitation, all powers reserved to the board of Directors under the Illinois Library System Act of 1991, 75 ILCS 10/7 et seq. as now and as hereafter amended. Director promises to devote to the system the director’s primary and best efforts, over any other employment pursuit.

Term – the term of this agreement is July 1, 2013 through December 31, 2016, unless terminated sooner as provided in this agreement. This agreement will thereafter be reviewed every three years (January 2017-December 2020, January 2021-December 2024, etc.).

Benefits – the system shall, through the life of this agreement provide benefits consistent with the Personnel Code of Illinois Heartland Library System and the benefits offered to all professional staff.

Location – director shall maintain a visible presence and perform most of director’s duties while located on properties designated as “delivery hubs” by the system. To assist the director in maintaining a presence on district property, the system shall provide the director with office space, office supplies and a functional computer.

Start date and early termination – director shall assume and begin performance of all duties promptly after execution of this agreement, but in no event later than July 1, 2013. The board does reserve the right to dismiss the director for cause. As used in this agreement, “cause” means some substantial shortcoming in the behavior, decisions, management, activity, or inactivity of the director, sufficient to bring the performance of the director’s duties or the

reputation or the integrity of the system, into question or disrepute. "Cause" may also be include 2 consecutive years of "needs improvement" as an overall rating on the evaluation by the IHLS Board of Directors.

Renewal –this agreement may be renewed at the mutual agreement of both board and director, in writing, beyond **December 31, 2016** for another **3** years as mentioned in *Term* above.

Complete Agreement – the board and director agree that all terms of the employment agreement between director and board are contained in this agreement, and no other promises, representations, or offers have been made on behalf of the system to the director.

Date: _____

Print name: _____

Signature: _____

Executive Director
Illinois Heartland Library System

Print name: _____

Signature: _____

President, Board of Directors
Illinois Heartland Library System

Print name: _____

Signature: _____

Secretary, Board of Directors
Illinois Heartland Library System

(or should this be a notary public?)