



Illinois Heartland Library Systems  
Facilities Committee  
November 13, 2012  
Knights of Columbus  
Effingham IL

Present: Joan Rhoades (Chair), Jim Matthews, Janet Hasten, Libby Letterly (phone), Karen Bounds (phone), Susan Mendolsohn (phone), Leslie Bednar, Troy Brown, Juliette Douglas

The meeting was called to order at 7:03 p.m. by Chair Rhoades.

Minutes from the meeting on October 11 2012 were approved with one minor verb tense change. Moved by Hasten, seconded by Matthews.

Ms. Hasten, on behalf of the public present, wished us "good evening."

The meeting began with a staff presentation on facilities: There are two purposes to the report that was sent out. First to enable the committee to make recommendations, second to answer questions by providing a framework from within.

The presentation began with a history of report that summarized the content of the first facilities report. Weights used for each evaluation were identified. The beginning of the report reiterates the purpose of the study. The report is intended to be used as a tool to make recommendations. Pages 1-2 summarize the process.

Page 3 on delineates the next steps. The first decision because of external factors is to make decisions for the Carterville facility.

Carterville: report is coming from executive team. It will be put together into timetable.

The Carterville report is broken down by possible location. It identifies what has to happen for the new location to work.

## Carterville facility

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1. New facility will be ready though no town identified yet. As with the other facilities, many activities will have to be repeated at all locations. For example, record cleanup is a must. Staff does not want to take excess with us to new location. All 4 locations

Carterville Office:  
607 S. Greenbriar Road  
Carterville, IL 62918  
618-985-3711

Champaign Office:  
1704 West Interstate Drive  
Champaign, IL 61822  
217-352-0047

Decatur Office:  
345 West Eldorado Street  
Decatur, IL 62522  
217-429-2586

Edwardsville Office:  
6725 Goshen Road  
Edwardsville, IL 62025  
618-656-3216

2. will undergo record clean up. The State approves what may be tossed out. We also have records in two locations of previous systems.
3. Review space needs
4. Identify realtor
5. Furniture needs
6. Etc. (see chart)
7. Summer is easier time to change delivery when we have lighter load; best time to move this operation is the summer. This becomes a priority of the overall timeline
8. Move IT equipment later in summer. One of last things to do August or September
9. Evaluate member needs in 2014
10. Evaluate facility needs in 2015

The committee believes that the document provided by Juliette was very useful.

The committee believes that the report should include verbiage to explain why we extend out to 2015 in order to measure effectiveness of Polaris interface with delivery

## Northern properties:

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Theoretical assumption has been made that IHLS will move to a three-hub system for reasons of efficiency and cost. Staff has proposed a phased approach for Northern properties.

Either Decatur or Champaign would be declared as surplus. ISL has stated that in order to receive per capita grant funds from ILS, IHLS must develop a timeline for retention and disposal of facilities. According to the timeline submitted this designation will take place in early 2013. Decatur and Champaign were chosen because they were only 45 minutes apart. The committee wondered if we want to wait for a delivery flow/volume report before making this kind of decision?

(The committee viewed a map with color-coded pins that shows every library that we serve from our four hubs. The committee also viewed another map plotted by volume.) One concept is to divide the region laterally: Northern, Central, and Southern. Another concept is to look vertically: Western, Central and Eastern.

Phased approach lets us take action and includes built-in assessment of member needs in 2014.

Second part of Northern analysis. Delivery gets consolidated in the summer. The ~~the~~ staff at the displaced facility would be LLSAP staff and support staff. Concern about relocating staff functions leading to wrong assumption that “we lost.” The committee does not want to leave impression that libraries in that area would not be served. It is important that staff **be able to go to library to provide training**. This is what will make the transition successful. **We wouldn't own property in all four locations, but would have a presence in each.**

The committee discussed in general how that presence might be maintained in displaced locations.

One idea would be to merge delivery in summer but do not merge staff.

## Edwardsville facility

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Records clean up and sell property. Also conduct assessment of member needs and review of facility use.

## Specs for new facility at Carterville area

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The committee then moved to examine staff positions and functions in Carterville before looking at space and facility needs. We currently have 10,000 sq. ft. and we believe we need 13,000 sq. ft. The Office supports staff within the office, but not member libraries. The new facility will not house critical servers. They will be moved to another facility. No decision yet on whether to lease or own new office/distribution facility. IHLS needs to be able to schedule videoconferences at the drop of a hat; not able to do that yet because we are not the priority in the building we currently share.

It was moved by Matthews to recommend offering the motion to the full board at the November meeting: **“The Board of Directors of IHLS endorses the Facilities Report (parts I and II) as a response to the State Library Board request for a timeline for future facilities planning.”** Seconded by Hasten. The motion passed the committee unanimously.

The committee has decided to meet the 2<sup>nd</sup> Tuesday of each month at 4 p.m. The office site for the meetings will be Edwardsville.

Letterly moved to adjourn, Hasten seconded.

Respectfully submitted

Jim Matthews  
Secrétaire du jour