



Illinois Machine Sublending Agency (IMSA) in FY16

On January 12, 2016, the Illinois Heartland Library System was formally informed that: “The FY16 TBSS Grant will be funded at \$622,309 for RAILS and \$290,187 for IHLS with the outcome that these projects may be shuttered and moved by ISL by June 30, 2016 per NLS Guidelines. These FY16 TBSS grant are the final awards for this program.”

It was immediately apparent to the Illinois Heartland Library System Board of Directors and administrative staff that IHLS funds would not be available to fund this grant past June 30, 2016. With the intent of moving the program to the Illinois State Library, the transition process began. Per the request of the Illinois State Library, an amended budget was prepared and submitted. The budget narrative is included in the revision submitted to the ISL on behalf of IHLS. The revised budget includes:

- Salaries: For four staff members. The figure budgeted also includes the costs associated with termination, including a board approved severance package and any vacation buy-out.
- Travel: Monies remain in this budget line to cover the cost of staff travelling to ISL for any training that might need to happen.
- Supplies and Materials: Enough to see the department through the end of the year.
- Equipment: This will cover the cost of the phone and copier.
- Services: This line item includes estimated moving expenses to transfer materials from Du Quoin to the Illinois State Library
- Facilities: 10% of the direct cost.

The total request for \$275,337 is more than \$14,000 less than the proposed amount of \$290,000. If monies remain at the end of the grant period, the amount should not be overwhelming. Revisions to the IMSA plan of service are reflected in the revised FY16 Area and Per Capita Grant application that is currently being submitted to the Illinois State Library. For the remaining quarter of the current fiscal year, day-to-day operations will continue with the added responsibility of working with statewide colleagues to transition the program.

The manager of the Illinois Machine Sublending Agency in Du Quoin has been in regular contact with the director of the Illinois State Library Talking Book and Braille Service (TBBS) as well as colleagues at the Outreach Center in Burr Ridge and the office at the Chicago Public Library.

Prepared by Ellen Popit, IHLS Grants and Membership Director
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Illinois Heartland Library System

ILLINOIS MACHINE SUBLENDING AGENCY (IMSA) TRANSITION TIMELINE

- January 12, 2016 Memo from Illinois State Library indicating that “The FY16 TBSS Grant will be funded at \$622,309 for RAILS and \$290,187 for IHLS with the outcome that these projects may be shuttered and moved to ISL by June 30, 2016 per NLS Guidelines. These FY16 TBSS grants are the final awards for this program.”
- February 4, 2016 IHLS Board approved severance package to apply to all IHLS employees who might face a job loss due the elimination of a job or entire program.
- March 22, 2016 IHLS Board formally approves the shuttering of the Illinois Machine Sublending Agency and moving that program to the Illinois State Library.
- March 31, 2016 A revised budget, budget narrative and transition timeline for IMSA is submitted to ISL.
- April-May, 2016 Transition work at IMSA will include:
1. *Communicating with ISL (Illinois State Library) and sharing day to day information regarding procedures followed at IMSA. This includes documents and policies.*
 2. *ISL sends out C1 (Cassette machine) recall letter per NLS with instructions for machines to be sent to IMSA prior to May 30, 2016.*
 3. *Recalled C1 machines will continue to arrive at and be processed by IMSA through the transition.*
 4. *IMSA begins using ISL address as return address for machines (not including C1 machines which are being recalled). Machines start arriving at ISL, information is sent to IMSA staff who continue to document machines in system.*
 5. *IMSA will continue to forward all information/ procedures as needed to the ISL.*
 6. *IMSA will remain in communication with ISL to answer any questions about day to day/ future operations as needed.*
 7. *ISLTBBS(Illinois State Library Talking Book and Braille Services) travel to Du Quoin location as needed to observe day to day procedures.*
 8. *IMSA manager/ staff travel to ISL as needed to train/ assist ISL staff.*

9. *IMSA ceases ordering new digital machines, and instead sends patrons used digital machines in order to decrease back stock of used digital machines.*

April 22, 2016 Deadline for IMSA grant reporting for 1st three quarters of FY16.

May 9-12, 2016 Delivery of the majority of equipment to the Illinois State Library.

May-June, 2016 Transition work at IMSA will include:

1. *IMSA continues day to day operations as ISL gets set up and ready to completely transition to full service.*
2. *IMSA staff travel to ISL to assist/ train as needed.*
3. *Month of June: ISLTBBS completes all reports/ responsibilities for the machine lending agency. IMSA provides support and guidance as needed. IMSA/IHLS is responsible for any FY16 grant reports, closing out the grant and returning unspent funds.*
4. *IMSA cleans out any files not transitioned and shreds any sensitive information.*
5. *IMSA remains on call to assist/ answer questions for the ISL for the last month.*
6. *IMSA remains in communication with the USPS (United States Postal Service) to ensure that mail to Du Quoin location will be forwarded to ISL and stop completely by June 30th.*
7. *Per ISLTBBS suggestion, have mail forwarded to ISLTBBS beginning June 16th, 2016.*
8. *IMSA continues to process any C1 machines not forwarded to ISLTBBS and send to recycling.*
9. *IMSA forwards on any mail/ equipment/ accessories to the ISL as appropriate and determined by type of equipment/ accessory as well as shape it is in.*
10. *IMSA remains active to answer any questions from ISLTBBS as well as any patrons who call for assistance.*
11. *IMSA removes all personal belongings and cleans out cubicles.*

June 30, 2016: Illinois Machine Sub-Lending Agency Closed at end of business day and be completely transitioned to the Illinois State Library.