



MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: September 23, 2016
RE: Southern Location Update

Our general operations in Carbondale continue to evolve in unanticipated and positive ways, and I am happy to provide you an update. Please let me know if you have any questions and there is an opportunity on the agenda to have an executive session if the Board so desires.

Parking and Move-in Needs

Our agreement with the business park includes access to the parking lot for our delivery fleet and staff vehicles. Individual vehicles may be parked in designated visitor parking areas however they may be ticketed by the university police. We are reimbursing current staff for the cost of an annual parking sticker (\$135). In total 8 full-time and 7 part-time staff relocated from Du Quoin to Carbondale. Any staff hired after our relocation will be reimbursed for a parking sticker purchase after they have worked with IHLS for six months.

As we prepared to move into our office and delivery/operations spaces in the Carbondale building we required additional data jacks and electrical outlets as well as whiteboards installed in our rooms. The business park declined to assess the regular fee for installation. We appreciate the gesture as SIUC has union craftsmen and the rate would have been quite high. In addition, our staff have employee access to the university's internal wireless network at no cost which offers much faster speeds than we had with the Illinois Century Network. The improved internet service for our staff is estimated at \$300/month.

Delivery Staff Move and Growing Pains

All of our southern-located staff are now settled into the Carbondale location. Operations staff moved September 10 and 11, with IT staff present that weekend as well installing remaining servers that were relocated from the Du Quoin location.

After a few days in our new location we realized the delivery space would not meet our current needs. Two factors contributed to this situation: we underestimated the volume impact of ILDS (Illinois Library Delivery Service, or delivery to academic libraries) and functional 5 day/week (SMART) delivery; and we established our delivery space parameters early in the summer. I reached out to Kyle Harfst (SIUC's business incubator director) and he created a solution. Kyle made more space in the existing (shared) room we currently have for delivery operations as well as giving IHLS secure access to a room adjacent to the loading dock in that building. He also worked with Arlanna Fries (Carbondale Operations Manager) to streamline loading and unloading delivery vans. The end result is an increase to our monthly lease of \$266 for an additional 700 square feet of much-needed space.

Negotiations with Du Quoin Landlord and Remaining IHLS Property

The landlord reached out to our attorney regarding our intentions. We had an informal conversation and discussed our present situation including our anticipated funding for FY2017. The landlord made no commitments regarding an alternate arrangement for the Du Quoin location. We have removed all IHLS equipment from the location we intend to utilize and what remains will be proposed to the board as surplus. We anticipate sharing that that inventory list with the board in the next two months.