

## Operations Board Report March 2016

### Delivery Accomplishments:

RAILS was awarded the contract for the Illinois Library Delivery Service (ILDS). IHLS will be a subcontractor under RAILS to provide delivery to the IHLS CARLI (Consortium of Academic and Research Libraries in Illinois) members.

Attended conference call with ISL, CARLI, and RAILS to discuss status of delivery of items from the Secretary of State's office and updates.

Met with SIUE LASA (Laboratory of Applied Spatial Analysis) to further create and update data in order to begin to use the data to create routes from hubs.

Held delivery meetings in Champaign and Du Quoin to discuss the state of delivery with delivery staff in those locations.

iPads are currently being used in the Du Quoin hub by the drivers to collect daily statistical information that was previously entered by hand by a couple of different people. This increases not just our efficiency but also allows us to easily use that data several different ways.

I would like to commend Arlanna Fries, the Operations Assistant in our Du Quoin office, for stepping in and filling the large shoes that the Delivery Manager had left when she went out on a workers' compensation claim. Arlanna has implemented the iPad rollout along with Brant Wingerter who provided training to all the drivers in Du Quoin. We truly have a great team in IHLS.

### Building Updates

#### *Champaign*

Looking into purchasing a video camera/monitor for the foyer area in order to see who is there before approaching the door to let the visitor in.

#### *Du Quoin*

Visited with Troy Brown, three locations for possible relocation for Du Quoin staff/delivery. SIU Business Incubator, one warehouse/offices by the solar fields in Du Quoin and another building in downtown Du Quoin.

Leslie and myself, Susan, met with Kurt Schroeder from Greensfelder Attorneys at Law, about the next steps for disentangling IHLS from the current lease in Du Quoin.

#### *Edwardsville*

Linda Petty has gathered three bids for our lawn service in Edwardsville in an attempt to cut costs where we have control.

Respectfully submitted,  
Susan Palmer