



Illinois Heartland Library System

TO: IHLS Board of Directors
 FROM: Leslie Bednar
 DATE: September 20, 2022
 RE: Facilities

We were contacted by Anne Craig, Senior Director of CARLI (Consortium of Academic Research Libraries in Illinois) about the potential lease of office space in our Champaign location. The CARLI headquarters are currently in Champaign, IL. With the onset of the pandemic, CARLI staff have worked remotely almost exclusively. They will continue to operate in this fashion and were looking for space they could very occasionally utilize for staff collaboration and meetings.

The appeal of our location in Champaign and existing contractual relationships with CARLI (database cleanup support and Illinois Library Delivery Service) are motivating factors. Other considerations include:

- similarity of mission as agencies supported by the Illinois State Library
- available office and meeting room space

Our team has met with CARLI staff and an individual from the University of Illinois Facilities office. (The University of Illinois is CARLI's parent organization and current landlord.) We have negotiated the following details and are sharing this with you for discussion during closed session at next week's board meeting:

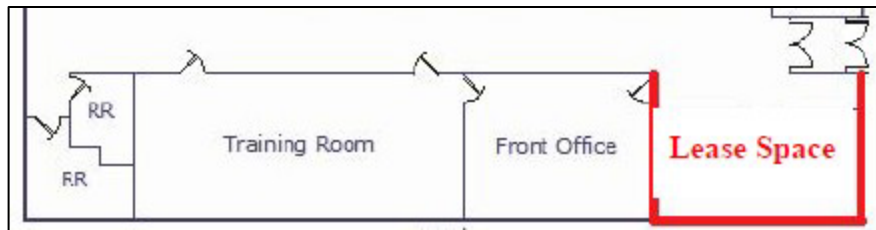
Lease Term	5 years, beginning January 1, 2023
Office Space	Space Near Building Entrance (please see drawing below)
Dimensions of Office Space	22' x 19.5'
Total Square Feet to rent	475
Cost per Sq/Ft Annually	\$ 26
Annual Cost*	\$ 12,350

*Annual cost includes network internet access, electric, gas, water, sewer, maintenance as needed, light cleaning, alarm system. Access to restrooms, common areas, and conference room.

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Drawing of proposed leased space:



CARLI would bring their own office furnishings, copier, and meeting room furniture. We anticipate the need to relocate one office door and possibly the alarm panel. Both expenditures are included in the most current version of the FY2023 draft budget. If a wall is built to secure their area (temporary or permanent) CARLI will cover the cost.

Benefits to IHLS include:

- additional revenue stream
- CARLI's meeting room furniture is nicer than ours and we would be able to utilize whenever needed
- if the board approves of the proposed lease, the Facilities staff at University of Illinois will draft the contract. We will have counsel review prior to closing.

The concept was shared with the Executive Committee at their May 16 meeting. No financial details were provided as it was an open meeting.

I look forward to answering your questions next week.

Thank you.

SKETCH

