

June 4, 2015

To: Leslie Bednar

From: Liz Bishoff

Nancy Bolt

Re: Building review and recommendations project

Based on our recent discussion regarding the IHLS buildings, we propose to amend our current agreement to include a review of the three IHLS buildings and make recommendations regarding future IHLS facility needs and uses. This review will be based on current and future services offered by IHLS, and will not be an architectural, structural or environmental review of the building as we are not qualified to do such a review.

To develop recommendations, we propose the following:

- Interviews with IHLS senior management regarding the facilities, including current and future plans; discussion IHLS services that are offered at each facilities, but current and future services
- Review of IHLS facilities documentation and appropriate reports
- Review of IHLS capital budgets
- Onsite visit to each of the facilities, including review of the work that is undertaken at each facility and interviews with key staff
- Debrief with IHLS senior management following site visits

We will also take into consideration the recent planning that the System is undertaking, as well as the research that we collected through the member library and staff surveys and focus groups.

The following is a summary of the budget with two options, the first includes two site visits, the first would be to conduct the site visits at the three locations and conduct a debrief with you on the last day while we're in Edwardsville. We would return to do a report with you and the Board of our findings and recommendations. The second options involves only one site visit. Our report to you and the Board would be done via conference call.

	Option 1	Option 2
Phase 1 Pre-planning & Documentation review	\$ 3,000	\$3,000
Phase 2-Site assessments	\$8,700	\$8,700
Phase 3-Report preparation	\$4,000	\$4,000
Phase 4—Report to Board	\$3,600	\$2,000
Total		
Total	\$19,300	\$17,700

We have identified several days when we can do the site visits and incorporated them in the attached timeframe.

## Timeline

Phase	Potential dates
Phase 1 – Pre-plan and document review	Mid-July, 2015
Phase 2 – Site assessments	July 28-31, 2015 OR August 31-Sept 3
Phase 3 – Report draft	3 weeks after site visit
Phase 4 – Meeting with Board	First week in September OR Mid to Late October

This timeframe is tentative and we'd certainly accommodate your needs, however we have limited time in this summer due to previously scheduled activities. If you can delay the assessment into the fall there is more availability.

The project consultants will be Nancy Bolt and Liz Bishoff. We anticipate that the project will be 15 days at \$1000 per day, plus travel expenses, for an estimated \$19,300.