

## Floor Motion by the Archivist

### Motion

The Archivist moves to have Northern Illinois Area 20 (NIA20) fund approximately \$1000 to move the archives storage from Elgin to Lake County.

Item #	Activity	Description, expected outcome and execution guidelines	Example expenses	Reimbursement Guidelines	Projected cost
PPMxx	<i>Archives storage move</i>	Hire an insured mover to load the items in the Elgin storage unit and unload and set-up the items in storage unit in Lake County.	Moving company	Reimbursement authority: Archivist.	\$ 1000.00

The archives are currently stored in a climate-controlled storage unit in Elgin, IL, which was a convenient location for the last two Archivists. This location is roughly 40 miles away from the current Archivist, necessitating in a drive which takes over an hour each way. A new location would allow better access for sorting and digitizing our current archives.

The current Elgin unit is 10'x10' and costs \$306 per month. It is almost completely packed full, with shelves and boxes around the perimeter, and bins stacked in the middle, leaving only a path to access anything. Some of the stored items need to be moved to access the items behind them.

A potential location has been found in Fox Lake that would be larger and less expensive. A website for this location lists a 10'x20' unit for \$159 per month. If available, the savings would be \$147 per month, and the move would pay for itself in roughly 6 months. Because of the additional size, a table could be set-up to look at items, and access to stored boxes would be easier. This would allow for better organization of the items in storage as they have become somewhat disorganized over the years as items are used for displays.