



MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: August 19, 2016  
RE: Southern Location Update

We are making traction on the relocation from Du Quoin to Carbondale and here is an update:

## **Phase 1 Move Complete**

As a recap to a message I sent earlier this week, we have completed the first phase of relocation from the Du Quoin location to the Carbondale location. Late last week, our membership, IT and SHARE staff moved from the Du Quoin office to the new Carbondale office located in the Dunn-Richmond Economic Development Center. Our operations staff will move the weekend of September 10 and 11.

The move was staged to accommodate member service needs:

--*SHARE staff* were moved prior to K-12 school members opening mid- to late-August. SHARE staffers needed to be settled in their new space so they were prepared to assist these members if they faced any issues due to the July Polaris upgrade.

--*Operations staff* will be moved in September because of our participation in ILDS (Illinois Library Delivery Service) delivery to CARLI (Consortium of Academic and Research Libraries in Illinois) members. Now in our second month of this project, we are learning more about delivery volumes and making adjustments to routes to better handle the needs of our academic library members.

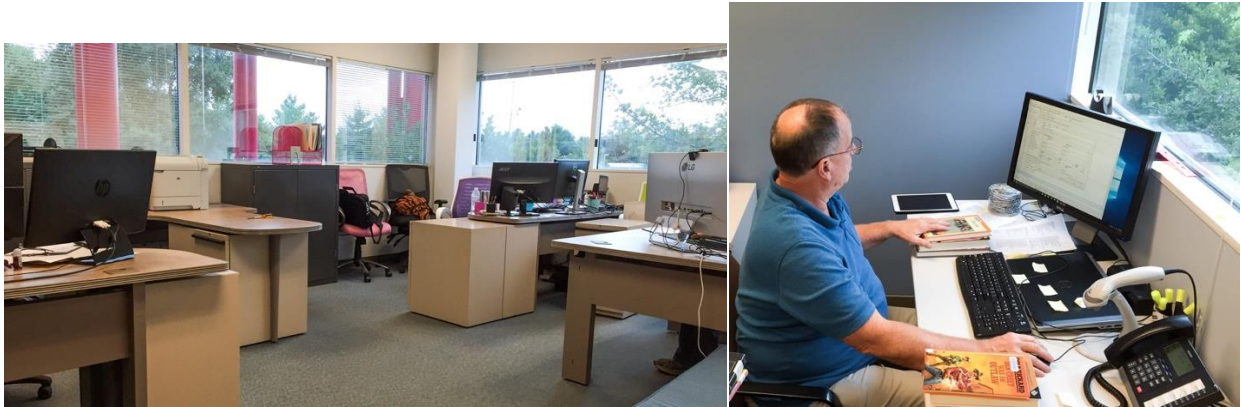
Our videoconferencing equipment is now installed at the Carbondale location. We have updated all meeting and training announcements to reflect the location change. We have also notified all individuals registered for a particular event in LibraryLearning (L2) of the location change.

All phone numbers will remain the same and visitor parking is plentiful in the front of the building. I hope you will have an opportunity to visit this location in the future. As part of the Southern Illinois University Carbondale, follow campus signage to the Southern Illinois Research Park. The address is 1740 Innovation Drive, Carbondale, IL 62903.

In the meantime, here are a few images of our delivery workspace in Carbondale:



Office space:



And the shared large conference room where our videoconferencing equipment can be utilized:



**Negotiations with Du Quoin Landlord:**

The landlord had been contacted by our attorney regarding our intentions. To date there has been no response to our communication.

Please let me know if you have any questions, and thank you for your consideration.