



Illinois Heartland Library System

TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: January 23, 2026
RE: Work Remote Information

Several positions at IHLS include remote-work flexibility based on the nature of the work performed, organizational needs, and available office space. Most remote-eligible staff follow a hybrid schedule that permits up to two remote workdays per week. To help manage limited office space, staff who are able and willing to participate in desk-sharing arrangements may work remotely up to three days per week.

Certain roles require a full remote status due to the specialized nature of the work, the non-standard hours required, or long-standing project-based arrangements. Two positions are fully remote because their responsibilities involve irregular schedules and tasks that can be performed independently from any IHLS facility. Additionally, three positions assigned to the Consortium of Academic and Research Libraries (CARLI) cleanup project are fully remote and have been since IHLS assumed responsibility for that work.

Current Remote-Work Distribution

- 30 staff work remotely up to two days per week
- 12 staff work remotely up to three days per week
- 5 staff work remotely up to five days per week

Except for the CARLI project staff, all employees are hired with the expectation that they live within commuting distance of one of our IHLS locations. This ensures that staff can attend on-site meetings, training, or other in-person responsibilities when needed.

Performance Evaluation Standards

All IHLS employees, whether onsite, hybrid, or fully remote, are evaluated using the same performance-based criteria. Expectations for productivity, communication, accountability, and quality of work are consistent across all roles. Remote work does not alter performance standards, supervisory oversight, or evaluation procedures. Staff are assessed on outcomes and job effectiveness, not on their physical location. This is consistent with the IHLS culture, where staff are spread across three separate locations, teams often meet virtually, and managers may not be in the same location as their team members.

Thank you, and please feel free to share any comments or questions.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!
