



# Staff Report

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MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: March 23, 2020  
RE: Staffing Update

The following represents our staffing recommendations for March. Regarding new hires, the two courier positions will not begin until we return to providing delivery services to our members. The cataloging position is different, however. We are able to accommodate everything from onboarding to training (both online learning and with IHLS peers) to initial projects in our current online-only environment for staff who are working remotely.

We also wish goodluck to a longtime colleague who has been with Illinois library systems for many years. Were we able to meet publicly, we could thank him in person. Perhaps we can have a virtual recognition in April!

I hope you will note the promotions for our cataloging staff. This came about for two reasons: several staff in Bibliographic Services have quite a bit of seniority with library systems and the distribution of COLA (cost of living adjustments) were not consistent among our four legacy agencies; and, for consistency other department staff saw an increase to remain in line with our salary classification schedule. This move better aligns all staff with similar position descriptions.

Please let me know if you have any questions and I will answer them as best I can.

Thank you.

## New Hires – Pending Board Approval

*Classification:* Courier (part-time)  
*Project/ Location:* Operations/ Champaign  
*Start Date:* TBD  
*Salary:* \$10.24/hr.

*Classification:* Courier (part-time)  
*Project/ Location:* Operations/ Edwardsville  
*Start Date:* TBD  
*Salary:* \$10.24/hr.

*Classification:* Cataloger (full-time)  
*Project/ Location:* CMC/ Edwardsville  
*Start Date:* March 25, 2020  
*Salary:* \$40,000.00/yr.

## Resignations and Retirements

*Classification:* Cataloger (full-time)  
*Project/ Location:* CMC/ Edwardsville



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*Salary:* \$50,530.11/yr.  
*Last Day:* March 31, 2020  
*Comments:* Retired

*Classification:* Sorter (part-time)  
*Project/ Location:* Operations/ Champaign  
*Salary:* \$9.79/hr.  
*Last Day:* March 13, 2020  
*Comments:* Resigned; secured full-time employment.

*Classification:* Courier (part-time)  
*Project/ Location:* Operations/ Edwardsville  
*Salary:* \$11.69/hr.  
*Last Day:* February 27, 2020  
*Comment:* Resigned

Promotions/Change in Position:

*Classification:* Cataloger  
*Previous Classification:* SHARE Resource Sharing Specialist  
*Project/ Location:* SHARE/ Edwardsville  
*Previous Salary:* \$44,677.88  
*New Salary:* \$46,018.22  
*Comments:* Effective March 15, 2020

*Classification:* Cataloger  
*Project/ Location:* SHARE/ Champaign  
*Previous Salary:* \$41,499.36  
*New Salary:* \$44,404.32  
*Comments:* Effective March 15, 2020

*Classification:* Cataloger  
*Project/ Location:* CMC/ Champaign  
*Previous Salary:* \$42,952.17  
*New Salary:* \$45,958.82  
*Comments:* Effective March 15, 2020

*Classification:* Bibliographic Project Coordinator  
*Project/ Location:* SHARE/ Champaign  
*Previous Salary:* \$56,548.65  
*New Salary:* \$58,245.11  
*Comments:* Effective March 15, 2020



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*Classification:* Cataloging Supervisor  
*Project/ Location:* SHARE/ Edwardsville  
*Previous Salary:* \$51,342.62  
*New Salary:* \$52,882.90  
*Comments:* Effective March 15, 2020

*Classification:* Cataloger  
*Project/ Location:* SHARE/ Champaign  
*Previous Salary:* \$44,455.34  
*New Salary:* \$48,900.87  
*Comments:* Effective March 15, 2020

*Classification:* Cataloger  
*Project/ Location:* SHARE/ Champaign  
*Previous Salary:* \$41,499.36  
*New Salary:* \$44,404.32  
*Comments:* Effective March 15, 2020