



Staff Report

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: August 24, 2021
RE: Staffing Update

The following represents staffing recommendations for the month of August.

Thank you for accepting our report later than normal— an additional day gave our Cataloging Maintenance Center (CMC) and SHARE hiring team an opportunity to evaluate the slate of candidates more fully for the CARLI project. We are pleased to present three individuals we believe meet the needs of the proposal description and IHLS internal standards. Currently, we do not have a start date.

We happily share our recommendation as well for a second Human Resources team member. This is a very necessary position, as we relied on existing administrative staff to assist in the interim. Hopefully workloads return to a normal volume soon. In addition, we are adding a driver to our Edwardsville hub in advance of a planned retirement for training purposes.

This has been a busy month! We send a bittersweet farewell to our metadata cataloger who worked with the CMC for over two years and will be missed.

Please reach out to me at lbednar@illinoisheartland.org with any questions. Thank you.

New Hires – Pending Board Approval

Classification: Temporary CARLI Project Cataloger (full-time)

Project/ Location: SHARE/ Remote

Start Date: TBD

Salary: \$41,737.00/ annually

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Project/ Location: SHARE/ Remote

Start Date: TBD

Salary: \$41,737.00/ annually

Classification: Temporary CARLI Project Cataloger (full-time)

Project/ Location: SHARE/ Remote

Start Date: TBD

Salary: \$41,737.00/ annually

Classification: Human Resources Assistant (part-time)

Project/ Location: Administration/ Edwardsville

Start Date: TBD

Salary: \$17.00/ Hourly

Classification: Courier (part-time)
Project/ Location: Operations/ Edwardsville
Start Date: TBD
Salary: \$12.75/ Hourly

[Resignations and Retirements](#)

Classification: Metadata Cataloger (full-time)
Project/ Location: CMC/ Champaign
Salary: \$ 42,440.94/ annually
Last Day: 08/20/2021
Reason: Employee resigned/ Moved out of state