



Human Resources Report
September 18, 2015

Greetings IHLS Board:

- Sent monthly health newsletters, birthday flyer and anniversary report to all employees.
- Continue coordinating personnel files.
- Recruiting for three open positions, 2 Page/Sorters and an Accounting Clerk.
- Conducted one new hire orientation for a driver in Du Quoin.
- Conducted one exit interview, IMSA Manager.
- Worked in Du Quoin, September 2nd and 3rd.
- Worked in Champaign, September 16th and 17th.
- Attended board meeting, August 25th.
- All staff participated in the Colors Personality Workshop at their location.
- 16 staff attended the Communication Skills for Women Workshop in St, Louis
- Assisted several member libraries with FOIA inquiries.
- Moved upstairs.

Respectfully submitted by,

A handwritten signature in black ink that reads "Kathy R. Jackson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kathy R. Jackson, M.S.
HR Director