



# Illinois Heartland Library System

Human Resources Report  
January 20, 2015

Greetings IHLS Board:

- Du Quoin received flu shots, November 24, 2015.
- Recruiting for a Courier Driver and Page/Sorter position in Du Quoin.
- Worked in Du Quoin, December 2nd, met with IMSA staff re: Budget
- Worked in Champaign, December 3<sup>rd</sup>.
- Updated proposed policy changes for FY 2016.
- Attended HR webinar, 2016 Human Capital Challenges.
- Attended Personnel Committee meeting, December 9<sup>th</sup>.
- Applied for AED grant for Champaign and Du Quoin.
- Champaign employees received CPR training, December 9<sup>th</sup>.
- Conducted Fire and Tornado drills at all locations.
- Du Quoin employees received CPR training December 17<sup>th</sup> & 18<sup>th</sup>.
- Completed and submitted wage report for Illinois Department of Employment Security, IDES.
- Completed one unemployment claim inquiry via IDES.
- Completed, distributed and submitted Affordable Care Act, (ACA), reporting required by IRS. Increase HR Assistant hours to accomplish this task. By not outsourcing, HR saved IHLS \$5,000.
- Conducted three new hire orientations.
- Worked in Du Quoin, January 6<sup>th</sup>.
- High 5 in Edwardsville, January 11<sup>th</sup>
- Worked in Champaign, January 20<sup>th</sup>
- Active shooter training scheduled for all locations.
- Sent monthly health newsletters, birthday flyer and anniversary report to all employees.

Respectfully submitted by,

A handwritten signature in black ink that reads 'Kathy R. Jackson'. The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Kathy R. Jackson, M.S.  
HR Director