

Human Resources Report  
August 18, 2015

Greetings IHLS Board:

- Sent monthly health newsletters & birthday flyer to all employees.
- Continue coordinating personnel files.
- Preparing job description of new accounting position.
- Conducted two new hire orientations.
- Worked in Champaign July 15, 2015.
- Worked in Du Quoin, August 5, 2015.
- Attended IMRF Authorized Agent workshop, Effingham, IL July 21, 2015.
- Attended ILA Committee Orientation in Normal, IL. July 23-24, 2015.
- Attended board meeting, July 28, 2015.
- Scheduled Edwardsville staff for an on-site personality workshop, August 28<sup>th</sup>. Will schedule Champaign and Du Quoin for September.
- Scheduled 16 staff for Communication Skills for Women workshop.
- Held raffle for free Cardinal Baseball tickets at each location.
- Attended National Conference of African American Librarians August 4-8, 2015.
- Received and completed two FOIA requests.
- Preparing to move upstairs.

Respectfully submitted by,



Kathy R. Jackson, M.S.  
HR Director