

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: May 21, 2014
RE: Staffing Update

We are currently recruiting to fill four (4) full-time positions. Two IMSA Machine Clerks, an IMSA Machine Advisor and a Circulation Specialist for the *Dream Grant*. Early next month recruitment for a Web Developer, IT Specialist and part-time HR Assistant will begin. Due to upcoming changes in delivery routes, we will not back fill driver positions at this time.

Please let me know if you have any questions about other positions and I will provide as much information as I am able.

Thank you.

Resignations, Terminations and Retirements:

Employee Name: Faith Nelson
Classification: Page (Part-time)
Project/Location: Operations; Champaign
Last Date of Employment: April 25, 2014
Salary: \$x.xx Hour
Comment: Job abandonment; will not fill position at this time.

Employee Name: Donna Schaal
Classification: Circulation Specialist (Full-time)
Project/Location: Share; Champaign
Last Date of Employment: May 9, 2014
Salary: \$xxxxxxxxx
Comment: Resigned, will not fill position at this time

Employee Name: Phillip Schneider
Classification: Courier Driver (Part-time)
Project/Location: Operations; Champaign
Last Date of Employment: May 19, 2014
Hourly: \$x.xx
Comment: Resigned, will not fill position at this time



Employee Name: Horst Dresiener
Classification: Courier Driver (Part-time)
Project/Location: Operations; Edwardsville
Last Date of Employment: May 21, 2014
Hourly: \$x.xx
Comment: Resigned, will not fill position at this time

New Hires:

NONE

Promotions/Change in Position:

Employee Name: Kathy Jackson
Previous Classification: Human Resources Coordinator (Full Time)
Current Classification: Human Resources Director (Full Time)
Project/Location: General/Edwardsville
Start Date: May 5, 2014
Salary: \$xxxxxxx
Comment: Job description updated to mirror current duties and responsibilities