



MEMO TO: Board of Directors
FROM: Leslie Bednar
DATE: November 21, 2013
RE: Realignment of Staff Responsibilities and Updated Organizational Chart

When Juliette Douglas resigns at the end of the calendar year we have the opportunity to make some necessary changes in staffing. We have accomplished so much due to Juliette's breadth of knowledge and experience, and our organization is in a much stronger financial place thanks to the many projects she has spearheaded. Our slightly larger staff demands a full-time human resources professional and the operations department requires a full-time leader as well. The updated organizational chart demonstrates the staffing changes we will complete prior to the January board meeting.

In this month's board packet you will find draft descriptions for the following positions. Once the final review is completed by the executive team, we will add salary classification and ranges. I will share this information with you as soon as possible.

--Human Resources Coordinator
--Director of Operations

The new year is also a good time to implement other staffing changes. As stated in our FY2014 Plan of Service, we will move all accounting functions to the Edwardsville office. The remaining accounting staffer in Champaign does not desire to relocate to Edwardsville, and will transition to an open and budgeted position in SHARE as a Cataloging Assistant I. This is a lateral move with no change in salary or benefits. We have posted an opening for an Accounting Coordinator to be located in Edwardsville.

We will also hire a SHARE Director. The Transition Board created a position for an LLSAP director, however the position was never filled due to funding uncertainties and the dynamics of four separate automation organizations. (We are currently modifying the LLSAP director description from the transition period and will share with the board as soon as it is complete.) With the migration to a single platform behind us, it is time to look forward and support the new SHARE consortium in the way we originally intended. I anticipate filling the position with one of the current SHARE Managers, thereby eliminating one position while creating the other. We will utilize funds in the eRead Illinois grant designated for project oversight and administration on the IHLS half of the grant for the additional salary portion. The E-book Trainer/Coordinator is part of the SHARE staff team.

Thanks for your patience and support as we reorganize priorities to optimize internal and external customer service.