



Illinois Heartland Library System

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

IHLS is actively recruiting to fill a total of 9 positions; (3) Full-time positions, Network Administrator, Staff Accountant and Accounting Coordinator (5) part-time positions, 2- Cataloging Assistants, 2-Courier Driver, Page/Sorter, HR Assistant.

Interviews are scheduled for the Accounting Coordinator, Cataloging Assistant and HR Assistant. Background checks are in process for Courier Drivers.

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

I respectfully ask that you accept the personnel changes below.

Thank you.

Resignations, Terminations and Retirements:

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Edwardsville
Term Date: November 3, 2014
Salary: \$10.34/hour
Comment: Relocate to NC

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Champaign
Term Date: November 4, 2014
Salary: \$10.24/Hour
Comment: Resigned for health reasons

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Term Date: November 14, 2014
Salary: \$10.34/hour
Comment: Secured full-time employment



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Resignations, Terminations and Retirements:

Classification: AP Coordinator (Full-time)
Project/Location: General Fund/ Edwardsville
Term Date: November 17, 2014
Salary: \$41,199.00 Annual
Comment: Resigned unexpectedly

Classification: Courier Driver (Full-time)
Project/Location: Operations/ Champaign
Term Date: November 30, 2014
Salary: \$10.34/hour
Comment: Retired

New Hires:

Classification: Operations Relief (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: November 3, 2014
Salary: \$10.24 Hour

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: November 10, 2014
Salary: \$10.24 Hour

Promotions/Change in Position:

Previous Classification: SHARE Manaer (Full-time)
Current Classification: SHARE Director (Full-time)
Project/Location: SHARE/ Du Quoin
Salary: \$67,088.95/Annual
Comment: Funding for the administrative responsibilities of this position is available in the ERead Illinois Grant.



Promotions/Change in Position:

Previous Classification: HR Assistant (Part-time)

Current Classification: HR Assistant (Full-time)

Project/Location: General Fund/ Edwardsville

Salary: \$36,400.00/Annual

Comment: This is a temporary transition position to assist HR, Finance and the Executive Director until mid-December