

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: January 20, 2015
RE: Staffing Update

IHLS is actively recruiting to fill a total of 5 positions; (3) Full-time positions, Metadata Cataloger, Staff Accountant and Network Administrator, plus (2) part-time Page/Sorters.

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.

New Hires:

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Edwardsville
Start Date: December 11, 2014
Salary: \$10.24 Hour

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Champaign
Start Date: December 15, 2014
Salary: \$10.24 Hour

Classification: HR Assistant (Part-time)
Project/Location: General Fund/ Edwardsville
Start Date: January 5, 2015
Salary: \$16.00 Hour

Classification: A/P Coordinator (Full-time)
Project/Location: General Fund/ Edwardsville
Start Date: January 5, 2015
Salary: \$37,440.00

Classification: Courier Driver (Part-time)
Project/Location: General Fund/ Du Quoin
Start Date: January 20, 2015
Salary: \$10.24 Hour



Illinois Heartland Library System

Promotions/Change in Position:

Previous Classification: HR Assistant (Part-time)

Current Classification: Executive Assistant (Full-time)

Project/Location: General Fund/ Edwardsville

Salary: \$42,000.00/Annual

Comment: This is a permanent replacement for the Executive Assistant position.

Previous Classification: Communications Assistant (Full-time)

Current Classification: Communications Coordinator (Full-time)

Project/Location: Plinkit & General Fund/ Edwardsville

Salary: \$43,160.00/Annual

Comment: This is a new position with broader communication responsibilities.

Previous Classification: SHARE Staff Service Manager (Full-time)

Current Classification: SHARE Director (Full-time)

Project/Location: SHARE/ Edwardsville

Salary: \$67,088.95/Annual

Comment: This is a promotion.

Resignations, Terminations and Retirements:

Classification: Courier Driver (Part-time)

Project/Location: Operations/ Champaign

Last Date: December 15, 2014

Comment: Quit unexpectedly on the first day.