

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: May 18, 2015
RE: Staffing Update

We are currently recruiting for two part-time positions, a Courier Driver in Edwardsville and a Page in Du Quoin.

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:

Employee Name: Shirley Paden
Classification: Accounts Receivable Coordinator (Full-time)
Project/Location: OCLC/ Edwardsville
Start Date: May 4, 2015
Salary: \$35,000.00/ Annual

Employee Name: Richard Mann
Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: May 18, 2015
Salary: \$10.24/ Hour

Employee Name: Dawn Mitchell
Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: May 26, 2015
Salary: \$10.24/ Hour