



Illinois Heartland Library System

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: September 18, 2014
RE: Staffing Update

IHLS is currently recruiting to fill 3 full-time positions, Web Developer, Staff Accountant and Share Director. We are also recruiting to fill 8 part-time positions, (2) Courier Drivers, (2) Page/Sorters, (2) Operations Relief and (2) Cataloging Assistant.

Courier Driver, Operations Relief and Page/Sorter interviews are complete and we are in the process of conducting background checks/references and scheduling drug screen and fit for duty exams.

All other positions are scheduled to begin interviews early October.

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 approve the personnel changes below.

Thank you.

Resignations, Terminations and Retirements:

Employee Name: Neal Bauer
Classification: Courier Driver (Part-time)
Project/Location: Operations/ Champaign
Term Date: September 23, 3014
Salary: \$
Comment: Gave required notice; got another job.

Promotions/Change in Position:

Employee Name: Julia Pernicka
Previous Classification: Communications Assistant
Current Classification: Executive Assistant
Project/Location: General Fund/ Edwardsville
Start Date: September 22, 12014
Salary: \$
Comment: This is a temp assignment, we will re-evaluate in December 2014.