



TO: Personnel Committee  
FROM: Jill Trevino  
DATE: January 11, 2022  
RE: Human Resources 2021 year in review and 2022 Upcoming Projects

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**Human Resources 2021 recap of accomplishments**

This has been a busy year for Human Resources between navigating the COVID-19 compliance, developing new recommendations for company operational effectiveness and legal compliance, and keeping IHL S fully staffed. Below is a list of some of the accomplishments for 2021:

- Updated all our job descriptions and obtained employees' signed job descriptions for placement in their personnel file.
- Coordinated Bystander Intervention trainings for staff.
- Recruiting top talent this year with quite a few retirees that have significant tenure with the organization, reducing recruitment costs, and finding new methods of recruiting.
- Human Resources worked with HR Source to conduct a benchmarking survey. This analysis provided salary ranges and salary grades for each position and ensured that each job is classified as exempt or non-exempt in accordance with the Fair Labor Standards Act.
- Internship Program was developed and implemented for the organization.
- Coordinated member library trainings to include Sexual Harassment training that met the Illinois requirements for Library staff and coordinated HR Source trainings to enhance member libraries courses included: Job Descriptions, Conflict Management, and Critical Conversation conducting one-on-one conversations with employees.
- Instrumental in implementing a new timekeeping system and eliminating paper timesheets.
- Developed a return-to-work plan and coordinated training with our EAP to help employees ease back into working in the office.
- Increased staff communication by using the HR Intranet as the primary means of communications for all employees.
- COVID-19 compliance, updated policies and procedures, contact tracing, serving as point contact for all employees with COVID-19 concerns.
- Developed Testing/Vaccination Procedures for all staff regarding COVID-19 to keep the workplace safe for employees.
- Responsible for bidding and implementation of our new 2022 benefits plan and conducting open enrollment meetings, materials, and communications for all employees.

- Updating telecommuting agreement and ensuring that all staff working remotely have a signed telecommuting agreement on file.

### **2022 Upcoming Projects**

The benchmarking project for 2021 was part one of a three-part plan to ensure that we can retain and recruit top talent. The project completed by HR Source allowed us to bring all employees within the range of the salary for their position. Many employees were simply brought in on the lowest level and therefore causing disparity between a new employee with no experience and a long-term employee with many years of service at Illinois Heartland Library System.

Part two of this plan includes properly placing employees within the salary structure using an unbiased approach focusing on the job, years of tenure at IHLS, professional experience, and whether the employee meets the degree requirements of each position.

Part three of this plan includes developing a performance appraisal system that works for our organization. Our current system includes one form for all positions and is not tied to anything job specific. A performance appraisal system is essential in the professional development of staff. This system will ensure that we are rewarding top talent for their individual contributions, clearly communicating goals and expectations, and giving each employee a plan to attain those goals.

The last part of the plan includes reorganization of the company. By this, I mean that we need to make sure that all our positions are focused on the goals, the vision, and mission of IHLS. How does each position contribute to serving member libraries? Can we re-evaluate job descriptions as needs may have changed over time? Lastly, making sure that employees are in positions that use their talents and experience to contribute to the overall mission of IHLS.