

Human Resources Report  
February 19, 2015

Greetings IHLS Board:

- New HR Assistant began February 2, 2015, training in process.
- Sent monthly health newsletters & birthday flyer to all employees.
- Continue updating personnel files.
- Continue HR implementation, building codes and parameters.
- Received and completed two FOIA requests.
- Employees have begun donating to the IHLS Sick Bank. So far, 7 employees have donated 14 sick days.
- Conducted one exit interview.
- We have secured a date and location for All Staff Day, it's June 11, 2015. The location is the same as last year, Knights of Columbus Hall, Effingham, Illinois. This year's training will focus on health and safety.
- Recruited and filled two part-time positions. Currently recruiting for 2 full-time positions, Network Administrator and Cataloging Assistant.

Respectfully submitted by,



Kathy R. Jackson, M.S.  
HR Director