

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: June 12, 2014
RE: Staffing Update

We are currently recruiting to fill four (4) full-time positions, an IMSA Machine Clerk, a Patron Service Coordinator, a Web Developer and IT Specialist plus one part-time HR Assistant.

Due to upcoming changes in delivery routes, we will not back fill any Operations' positions at this time.

Please let me know if you have any questions about other positions and I will provide as much information as I am able.

Thank you.

Resignations, Terminations and Retirements:

Employee Name: Melia Batton
Classification: Page (Part-time)
Project/Location: Operations/Champaign
Last Date of Employment: June 6, 2014
Salary: \$8.46 Hour
Comment: Resigned; will not fill position at this time.

Employee Name: Billie Hill
Classification: Courier Driver (Part-time)
Project/Location: Operations/Du Quoin
Last Date of Employment: June 9, 2014
Salary: \$9.99
Comment: Job abandonment; will not fill position at this time.



New Hires:

Employee Name: Adrienne Elam
Classification: Chief Fiscal Officer (Full Time)
Project/Location: General/Edwardsville
Start Date: May 1, 2014
Salary: \$70,000.00 Annual
Comment: This should have been on last month's report.

Promotions/Change in Position:

Employee Name: Cindy Nelson
Previous Classification: Part-time Courier Driver
Current Classification: Machine Clerk (Full Time)
Project/Location: IMSA/DuQuoin
Start Date: June 2, 2014
Salary: \$9.99 Hour
Comment: This is a lateral move; eligible for FY2015 increase.

Employee Name: Melissa West
Previous Classification: IMSA Machine Advisor (Full-time)
Current Classification: IMSA Lead Machine Advisor (Full Time)
Project/Location: IMSA/ Du Quoin
Start Date: June 2, 2014
Salary: \$14.14 Hour
Comment: Job description updated to mirror current duties and responsibilities; eligible for FY2015 increase.

Employee Name: Kathleen McGonigle
Previous Classification: Part-time Courier Driver
Current Classification: Operations Assistant (Full- time)
Project/Location: Operations/Champaign
Start Date: June 16, 2014
Salary: \$12.54 Hour
Comment: new salary is at the range minimum; eligible for FY2015 increase.



Employee Name: Cassie Jones

Previous Classification: Operations Assistant (Full-time)

Current Classification: Operations Assistant (Full-time)

Project/Location: Operations/Du Quoin

Start Date: June 16, 2014

Salary: \$12.54 Hour

Comment: Job description updated to mirror current duties and responsibilities; eligible for FY2015 increase.

Employee Name: Stacie Bushong

Previous Classification: Operations Assistant (Full-time)

Current Classification: Operations Assistant (Full-time)

Project/Location: Operations/Edwardsville

Start Date: June 16, 2014

Salary: \$12.54

Comment: Job description updated to mirror current duties and responsibilities; eligible for FY2015 increase.

Employee Name: Angela Thompson

Previous Classification: Administrative Assistant (Full-time)

Current Classification: Administrative Assistant (Full-time)

Project/Location: Operations/Champaign

Start Date: June 16, 2014

Salary: \$12.54

Comment: Job description updated to mirror current duties and responsibilities; eligible for FY2015 increase.