



MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: October 23, 2014
RE: Staffing Update

IHLS is actively recruiting to fill a total of 5 positions; (2) Full-time positions, Network Administrator and Staff Accountant and (3) part-time positions, a Cataloging Assistant and (2) Part-time Courier Drivers.

We have 5 positions completing on-board procedures, an Operations Relief, (2) Courier Drivers and (2) Page/Sorters; anticipate them beginning early November.

In addition, (2) positions, Share Director and Catalog Assistant have interviews scheduled for this month.

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.

Resignations, Terminations and Retirements:

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Term Date: September 8, 2014
Salary: \$10.34/hour
Comment: Quit unexpectedly.

Classification: Executive Administrative Assistant (Full-time)
Project/Location: General Fund/ Champaign
Term Date: October 31, 2014
Salary: \$20.64/Hour
Comment: Retirement



New Hires:

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: September 25, 2014
Salary: \$10.24 Hour

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Champaign
Start Date: October 6, 2014
Salary: \$10.24 Hour

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Champaign
Start Date: October 14, 2014
Salary: \$10.24 Hour

Promotions/Change in Position:

Previous Classification: Network Administrator (Full-time)
Current Classification: Web Developer (Full-time)
Project/Location: SHARE/ Du Quoin
Salary: \$65,000.00/Annual
Comment: This position was included in the Dream Grant.

Current Classification: SHARE Bibliographic Services Manager (Full-time)
Project/Location: SHARE/ Champaign
Salary: \$60,000.00/Annual
Comment: Increased salary to accurately reflect current duties and responsibilities; no budget impact.



The following Part-time Drivers and Page/Sorter received a salary increase for their length of service. This increase will not have a negative impact on the FY2015 budget.

Champaign:

Length of Service: 6 years
Old salary: \$10.66 hour
New salary: \$11.00 hour

Length of Service: 8 years
Old salary: \$10.62 hour
New salary: \$12.00 hour

Length of Service: 17 years
Old salary: \$12.33 hour
New salary: \$13.50 hour

Length of Service: 8 years
Old salary: \$11.45 hour
New salary: \$12.00 hour

Edwardsville:

Length of Service: 8 years
Old salary: \$10.34 Hour
New salary: \$12.00 Hour

Length of Service: 5 years
Old salary: \$10.34 Hour
New salary: \$10.50 Hour

Length of Service: 12 years
Old salary: \$11.36 Hour
New salary: \$12.50 Hour

Length of Service: 13 years
Old salary: \$12.35 Hour
New salary: \$13.00 Hour



Length of Service: 7 years
Old salary: \$10.34 Hour
New salary: \$11.50 Hour

Length of Service: 16 years
Old Salary: \$12.72 Hour
New Salary \$13.50 Hour

Length of Service: 8 years
Old salary: \$10.83 Hour
New salary: \$12.00 Hour

Length of Service: 6 years
Old salary: \$10.34 Hour
New salary: \$11.00 Hour

Length of Service: 8 years
Old salary: \$10.34 Hour
New salary: \$12.00 Hour

Length of Service: 5 years
Old salary: \$9.07 Hour
New salary: \$9.50 Hour