

MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: February 19, 2015  
RE: Staffing Update

IHLS is actively recruiting to fill a total of 2 positions, Cataloging Assistant and Network Administrator. We have three positions currently undergoing background and reference checking, (2) Page/Sorters and a Metadata Cataloger.

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.

**New Hires:**

Classification: HR Assistant (Part-time)  
Project/Location: General Fund/ Edwardsville  
Start Date: February 2, 2015  
Salary: \$16.00 Hour

Classification: Courier Driver (Part-time)  
Project/Location: General Fund/ Champaign  
Start Date: February 17, 2015  
Salary: \$10.24 Hour

**Promotions/Change in Position:**

*None*

**Resignations, Terminations and Retirements:**

Classification: HR Assistant (Part-time)  
Project/Location: General Fund/ Edwardsville  
Last Date: January 20, 2015  
Comment: Quit unexpectedly.

Classification: Resource Specialist (Full-time)  
Project/Location: SHARE/ Champaign  
Last Date: February 12, 2015  
Comment: *Retired.*