



Illinois Heartland Library System

TO: IHL S Executive Committee
FROM: Leslie Bednar
DATE: June 10, 2022
RE: Salary Grade Updates

Background

Our existing salary grades were approved by the IHLS Board of Directors at the April 27, 2021, meeting. With the additions of new positions and the new minimum wage increases, we need to adjust our existing salary grades accordingly. In addition, IHLS reached out to HR Source to benchmark the Executive Director position to be included in the salary grades for the organization. This position was not originally included in the salary grades, and we felt it was necessary for all positions to be included in the benchmarking project. The updated salary grades will be effective July 1, 2022.

Impact

The following proposed changes were made to the attached salary grades:

- Added Pay Grade 17 for the Executive Director position.
- Added the FY2023 budgeted Membership Coordinator/Continuing Education Liaison position to Pay Grade 9.
- Added Pay Grade 7.5 for Metadata Cataloger/Cataloger 2 position to create a level between Cataloger 1 and Cataloger 3. This position was currently in Pay Grade 7 with the Cataloger 1 position.
- Added the FY2023 budgeted Project Coordinator position in Pay Grade 7.
- Moved the Courier position to Pay Grade 4 and adjusted the Range Minimum by 13 cents to start at \$15.00 to reflect the Courier's starting salary as of July 1, 2022.
- Adjusted Pay Grade 1 for the Sorter position to reflect the starting wage of \$13.00 per hour as of July 1, 2022.
- Adjusted Pay Grade 2 to begin at a midpoint between Pay Grade 1 and Pay Grade 3.

Attached please find the proposed salary grades for your attention and review. The same document was shared with the Finance Committee for their June 13 meeting. The proposed salary grade update will require final approval by the board at the June 21 meeting.

Please let me know if you have any questions. Thank you for your thoughtful consideration.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Illinois Heartland Library System
Pay Grade Assignments
Based on a 40 Hour Workweek
Effective July 1, 2022

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
17	E	Executive Director	\$136,308 \$65.53	\$170,385 \$81.92	\$204,462 \$98.30
16	E	Associate Director	\$102,563 \$49.31	\$128,204 \$61.64	\$153,844 \$73.96
15	E	IT Director	\$92,812 \$44.62	\$116,015 \$55.78	\$139,218 \$66.93
14		Hold for future use	\$83,989 \$40.38	\$104,986 \$50.47	\$125,983 \$60.57
13	E	Finance Director	\$76,004 \$36.54	\$95,005 \$45.68	\$114,006 \$54.81
12	E	SHARE Director	\$68,778	\$85,973	\$103,167
	E	Operations Director	\$33.07	\$41.33	\$49.60
	E	Human Resources Director			
11	E	Web Developer	\$62,239 \$29.92	\$77,799 \$37.40	\$93,359 \$44.88
10	E	Network Administrator	\$56,322	\$70,403	\$84,483
	E	Area Manager	\$27.08	\$33.85	\$40.62
	E	Operations Manager			
	E	SHARE Bibliographic Services Manager			
	E	SHARE Administrative Services Manager			
	E	Bibliographic Grant Manager			
9	E	Membership Coordinator/Public Library Liaison	\$50,968	\$63,710	\$76,452
		Membership Coordinator/School Library Liaison	\$24.50	\$30.63	\$36.76
		Membership Coordinator/Continuing Education Liaison			
8	E	Web IT Administrator	\$46,122	\$57,653	\$69,183
	E	Senior Accountant	\$22.17	\$27.72	\$33.26
	E	Cataloger 3			
	NE	Executive Assistant			
7.5	E	Metadata Cataloger/Cataloger 2	\$43,930 \$21.12	\$54,913 \$26.40	\$65,895 \$31.68
7	E	Cataloger 1	\$41,737	\$52,172	\$62,606
	E	Marketing Coordinator	\$20.07	\$25.08	\$30.10
	E	SHARE Circulation & Resource Sharing Specialist			
	E	Communications Coordinator			
	E	Project Coordinator			
6	NE	SHARE Reporting Services Specialist	\$37,769	\$47,212	\$56,654
	NE	Accounts Receivable Coordinator	\$18.16	\$22.70	\$27.24
	NE	SHARE Administrative Services Specialist			
5	NE	SHARE Technical Support Specialist	\$34,179	\$42,723	\$51,268
	NE	Human Resource Assistant	\$16.43	\$20.54	\$24.65
	NE	Administrative Assistant			
	NE	Accounting Assistant			
4	NE	ILDS (Illinois Library Delivery Services) Coordinator*	\$31,200	\$39,000	\$46,800
	NE	Cataloging Assistant	\$15.00	\$18.75	\$22.50
	NE	Delivery Coordinator*			
	NE	Courier*			
3		Hold for future use	\$27,989 \$13.46	\$34,986 \$16.82	\$41,983 \$20.18
2		Hold for future use	\$27,518 \$13.23	\$34,403 \$16.54	\$41,288 \$19.85
1	NE	Sorter*	\$27,040 \$13.00	\$33,800 \$16.25	\$40,560 \$19.50

*Eligible for a 15% night shift differential rate.