



## Illinois Heartland Library System

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TO: IHLS Board of Directors  
 FROM: Leslie Bednar  
 DATE: June 15, 2022  
 RE: FY2023 Salary Schedule

### 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.

At the June 13, 2022, Finance Committee meeting, the committee reviewed a document like the one attached with one exception. 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 Finance Committee approved the salary schedule with all levels included except that for the Executive Director position. This is the document we ask you to review in preparation for the June board meeting.

At the June 15, 2022, Executive Committee meeting, the committee reviewed the document including all levels of staff. They recognize that IHLS Bylaws include the following as a responsibility of the Finance Committee:

- *update the salary schedule appropriately based upon information from the Executive Director. (IHLS Bylaws, Article VI, Section 10. a, XI)*

The committee approved the salary schedule as attached and sent Level 17 (Executive Director) back to the Finance Committee for reconsideration.

### Impact

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

- 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.

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- 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.

Moving Forward

Please find the salary grades attached as approved by the Finance and Executive Committees. They require approval by the full board to be in effect for the next fiscal year which begins July 1, 2022.

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

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

\*Eligible for a 15% night shift differential rate.