



Illinois Heartland Library System

TO: IHLS Board of Directors
 FROM: Leslie Bednar
 DATE: April 22, 2021
 RE: Salary Grade Updates

Background

Our existing salary grades were approved by the IHLS Board of Directors after the merger of the legacy library systems in 2013. With the additions of new positions, cost of living inflations, and the new minimum wage laws, we have outgrown our existing salary grades. The decision was made to contract with an outside firm to restructure our salary grades and to review and grade our current job descriptions. IHLS selected HR Source to provide this service because of our existing membership with their organization and their familiarity with Illinois libraries.

Budget and Finance Committee

As a standing committee of the Board, the Finance Committee is responsible for salary schedule updates in concert with the executive director:

- a. Budget and Finance
 - xi. To update the salary schedule appropriately based upon information from the Executive Director. (*IHLS Bylaws, Article VI Board of Directors, Section 10 Committees*)

Impact

To increase current staff members to minimum salary of the proposed salary grades will have the following budgetary impacts. Most of our staff are currently within a proposed salary range.

- General Fund – 2 staff members affected with a total salary impact of \$19,524.81
- CMC Fund – 1 staff member affected with a total salary impact of \$890.65
- SHARE Fund – 3 staff members affected with a total salary impact of \$8,964.70

In the Personnel section of our FY2021 budgets there are funds available to absorb these increases.

Attached please find two items for your attention and review:

- Proposed salary grades provided by HR Source
- HR Source project scope, analysis, and recommendations

Process

Two committees have reviewed the proposal and moved it forward:

--*Finance Committee* approved the proposal at their meeting on April 12 and moved it forward to the Executive Committee

--*Executive Committee* moved the proposal forward to the full board at their meeting on April 14

The proposed salary grade update will require final approval at our April 27 meeting. With approval,

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we will make the changes noted above effective April 26, 2021. This is the beginning of a pay period for the May 14, 2021 pay date, which follows the April 27, 2021 board meeting.

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