



## Illinois Heartland Library System

---

TO: IHLS Board of Directors  
 FROM: Leslie Bednar  
 DATE: September 20, 2022  
 RE: Executive Director Salary Grade

### Background

Our existing salary grades were approved by the IHLS Board of Directors on June 21, 2022. You may recall all IHLS position descriptions were benchmarked into salary grades for the organization. In Spring 2022, we asked HR Source to do the same with the Executive Director position description.

At their June 13, 2022, Finance Committee meeting, the committee reviewed the proposed salary grades with the inclusion of Grade 17 for the Executive Director position. The committee approved the salary grades without the Executive Director position included. On June 15, 2022, the Executive Committee approved all levels of the salary grades except Grade 17 and moved to return back to the Finance Committee for reconsideration.

At their August 15, 2022, meeting, the Executive Committee discussed the proposed Salary Grade for the Executive Director. According to the Bylaws, it is the responsibility of the Finance Committee to approve all salary levels including that for the Executive Director. In the [IHLS Bylaws](#), you will find the following in Article VI, Section 10, Budget and Finance:

*To update the salary schedule appropriately based upon information from the Executive Director*

### Research

To assist in your review, we are providing sensitive, proprietary information. HR Source shared the attached report with the recommended range for the IHLS Executive Director position. It was benchmarked using the same methodology of the existing salary grades and is based on data from the following:

- HR Source 2022 Illinois Non-Profit Survey
- HR Source 2021 Library Survey
- Economic Research Institute Online Assessor
- Employer Association of America 2021 National Executive Compensation Survey (adjusted for location)

In addition, IHLS legal counsel shared the following:

- Executive Director is a full IHLS employee.
- Executive Director has a contract with the organization with a defined term (length) not compensation.
- IHLS Board of Directors determines the compensation of the Executive Director.

### Next Steps

Attached please find the current salary grades with the addition of the recommended grade for the

---

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Executive Director for your review and consideration. At their September 12 meeting, the Finance Committee approved the addition of Grade 17 for Executive Director. It was also approved by the Executive Committee at their September 19 meeting. The proposed additional salary level will require final approval by the IHLS board at our September meeting.

Thank you.

**Illinois Heartland Library System  
Market Benchmarking Spreadsheet  
Executive Director  
Effective: July 1, 2022**

Position Title	Survey	Job Code	Survey Description	Survey Base Pay	Edwardsville Geographic Adjustment	Aged Survey Data 7/1/2022	Weight	Composite Base Pay	Range Minimum	Range Midpoint	Range Maximum
Executive Director	A	1	Director, Budget Category \$4,000,000 to \$6,999,999	\$135,315	\$125,843	\$129,870	16.67%	\$170,385	\$136,308	\$170,385	\$204,462
	A	1	Director, Employment Size 80 or more	\$146,362	\$136,117	\$140,472	16.67%				
	B	1	Executive Director, Budget Category \$5,000,001 - \$10,000,000	\$217,294	\$202,083	\$206,799	16.67%				
	B	1	Executive Director, Employment Size 50-100	\$208,086	\$193,520	\$198,035	16.67%				
	C	700	Chief Executive Not-For-Profit, Budget \$5.0 - \$9.9 Million	\$172,450	\$167,104	\$174,206	11.11%				
	C	700	Chief Executive Not-For-Profit, Employment Size 75-99	\$173,893	\$168,502	\$175,664	11.11%				
	C	700	Chief Executive Not-For-Profit, Chicago Metro Area	\$176,247	\$163,910	\$170,876	11.11%				

**Survey Sources**

A - HR Source 2021 Library Survey

B - HR Source 202 Non-Profit Survey

C - Employer Associations of America 2021 National Executive Compensation Survey