



Illinois Heartland Library System

TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: June 13, 2025
RE: Pay Grade Assignments Updates

Following the benchmarking project in FY2021, IHLS remains committed to keeping pay grades aligned with current market trends. Based on the latest recommendation from HR Source, pay grades for library organizations should increase by 2.0%.

To ensure accurate reflection of both the Executive Director's pay grade in accordance with a proposed new contract and the Project Manager's role in line with current job responsibilities, adjustments must be made to those relevant pay grades. These updated pay grades will take effect on July 1, 2025.

The proposed changes to the attached pay grades include:

- A 2.0% increase across all pay grades, aligning with HR Source's recommendation.
- Renaming the Project Coordinator position to Project Manager and shifting it from pay grade 8 to pay grade 10 to better reflect current duties.
- Adjusting the Executive Director's pay grade 17 following a benchmarking of the position.

The Finance and Executive Committees have reviewed the attached table.

The proposed pay grade update will require final approval by the board at the June 24 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, 2025

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
17	E	Executive Director	\$163,122	\$203,903	\$244,684
			\$78.42	\$98.03	\$117.64
16	E	Associate Director	\$112,164	\$140,205	\$168,246
			\$53.93	\$67.41	\$80.89
15	E	IT Director	\$101,501	\$126,876	\$152,251
			\$48.80	\$61.00	\$73.20
14		Hold for future use	\$91,851	\$114,813	\$137,776
			\$44.16	\$55.20	\$66.24
13	E	Finance Director	\$83,119	\$103,898	\$124,678
			\$39.96	\$49.95	\$59.94
12	E	SHARE Director	\$75,217	\$94,022	\$112,826
	E	Delivery & Facilities Director	\$36.16	\$45.20	\$54.24
	E	Human Resources Director			
11	E	Lead Software Architect	\$68,066	\$85,082	\$102,099
			\$32.72	\$40.90	\$49.09
10	E	Bibliographic Grant Manager	\$61,595	\$76,994	\$92,392
	E	Data Analyst	\$29.61	\$37.02	\$44.42
	E	Full Stack Developer			
	E	Network Administrator			
	E	Operations Manager			
	E	Project Manager			
	E	SHARE Administrative Services Manager			
	E	SHARE Bibliographic Services Manager			
9	E	Communications & Advocacy Administrator	\$55,739	\$69,674	\$83,609
	E	Continuing Education Coordinator Liaison	\$26.80	\$33.50	\$40.20
	E	Membership Coordinator/Public Library Liaison			
	E	Membership Coordinator/School Library Liaison			
8	E	CMC Cataloging Supervisor	\$50,439	\$63,049	\$75,659
	E	SHARE Cataloging Supervisor	\$24.25	\$30.31	\$36.37
	E	CMC Training Cataloger			
	E	SHARE Training Cataloger			
	NE	Executive Assistant			
	E	Marketing Administrator			
	E	Senior Accountant			
	E	Web IT Administrator			
7.5	E	Metadata Cataloger	\$48,043	\$60,054	\$72,064
			\$23.10	\$28.87	\$34.65
7	E	CMC Cataloger	\$45,645	\$57,057	\$68,468
	E	SHARE Cataloger	\$21.94	\$27.43	\$32.92
	NE	Human Resources Coordinator			
	NE	Operations Coordinator			

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Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
	E	SHARE Circulation Specialist			
	NE	SHARE Member Engagement Specialist			
	E	SHARE Resource Sharing Specialist			
6	NE	Accounts Payable Coordinator	\$41,306	\$51,632	\$61,959
	NE	Accounts Receivable Coordinator	\$19.86	\$24.82	\$29.79
	NE	Member Services Assistant			
	NE	SHARE Administrative Service Specialist			
5	NE	Administrative Assistant	\$37,379	\$46,723	\$56,068
	NE	Delivery Coordinator*	\$17.97	\$22.46	\$26.96
	NE	SHARE Technical Support Specialist			
4	NE	CMC Cataloging Assistant	\$36,067	\$45,084	\$54,101
	NE	SHARE Cataloging Assistant	\$17.34	\$21.68	\$26.01
	NE	Courier*			
	NE	ILDS (Illinois Library Delivery Services) Coordinator			
	NE	Driver/Sorter Floater*			
	NE	Lead Sorter*			
3	NE	Sorter*	\$31,824	\$39,780	\$47,736
			\$15.30	\$19.13	\$22.95
*Eligible for a 15% night shift differential rate.					