



Illinois Heartland Library System

TO: IHLS Executive Committee
FROM: Leslie Bednar
DATE: September 13, 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 send that 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 aid our committee, 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 consulted with legal counsel:

- 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

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

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 E E	SHARE Director Operations Director Human Resources Director	\$68,778 \$33.07	\$85,973 \$41.33	\$103,167 \$49.60
11	E	Web Developer	\$62,239 \$29.92	\$77,799 \$37.40	\$93,359 \$44.88
10	E E E E E E	Network Administrator Area Manager Operations Manager SHARE Bibliographic Services Manager SHARE Administrative Services Manager Bibliographic Grant Manager	\$56,322 \$27.08	\$70,403 \$33.85	\$84,483 \$40.62
9	E	Membership Coordinator/Public Library Liaison Membership Coordinator/School Library Liaison Membership Coordinator/Continuing Education Liaison	\$50,968 \$24.50	\$63,710 \$30.63	\$76,452 \$36.76
8	E E E NE	Web IT Administrator Senior Accountant Cataloger 3 Executive Assistant	\$46,122 \$22.17	\$57,653 \$27.72	\$69,183 \$33.26
7.5	E	Metadata Cataloger/Cataloger 2	\$43,930 \$21.12	\$54,913 \$26.40	\$65,895 \$31.68
7	E E E E E	Cataloger 1 Marketing Coordinator SHARE Circulation & Resource Sharing Specialist Communications Coordinator Project Coordinator	\$41,737 \$20.07	\$52,172 \$25.08	\$62,606 \$30.10
6	NE NE NE	SHARE Reporting Services Specialist Accounts Receivable Coordinator SHARE Administrative Services Specialist	\$37,769 \$18.16	\$47,212 \$22.70	\$56,654 \$27.24
5	NE NE NE NE	SHARE Technical Support Specialist Human Resource Assistant Administrative Assistant Accounting Assistant	\$34,179 \$16.43	\$42,723 \$20.54	\$51,268 \$24.65
4	NE NE NE NE	ILDS (Illinois Library Delivery Services) Coordinator* Cataloging Assistant Delivery Coordinator* Courier*	\$31,200 \$15.00	\$39,000 \$18.75	\$46,800 \$22.50
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.