



Illinois Heartland Library System

TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: September 20, 2022
RE: Project Coordinator Salary Grade Update

Background

Our existing salary grades were approved by the IHLS Board of Directors on June 21, 2022. At that time, the Project Coordinator position was added at the anticipated salary grade 7. After HR Source reviewed the job description, they placed it in salary grade 8. This grade update will fit within the budgeted amount.

Next Steps

Attached please find the current salary grades with the updated recommended grade for the Project Coordinator for your review and consideration. At their September 12 meeting, the Finance Committee approved the update moving the Project Coordinator position from salary grade 7 to salary grade 8. The Executive Committee approved the update as well at their September 19 meeting. The proposed update will require final approval by the IHLS board at our September meeting.

Thank you.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Illinois Heartland Library System
Pay Grade Assignments
Based on a 40 Hour Workweek
Effective October 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	SHARE Director	\$68,778	\$85,973	\$103,167
	E	Operations Director	\$33.07	\$41.33	\$49.60
	E	Human Resources Director			
11	E	Web Developer	\$62,239 \$29.92	\$77,799 \$37.40	\$93,359 \$44.88
10	E	Network Administrator	\$56,322	\$70,403	\$84,483
	E	Area Manager	\$27.08	\$33.85	\$40.62
	E	Operations Manager			
	E	SHARE Bibliographic Services Manager			
	E	SHARE Administrative Services Manager			
	E	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
	E	Senior Accountant	\$22.17	\$27.72	\$33.26
	E	Cataloger 3			
	NE	Executive Assistant			
	E	Project Coordinator			
7.5	E	Metadata Cataloger/Cataloger 2	\$43,930 \$21.12	\$54,913 \$26.40	\$65,895 \$31.68
7	E	Cataloger 1	\$41,737	\$52,172	\$62,606
	E	Marketing Coordinator	\$20.07	\$25.08	\$30.10
	E	SHARE Circulation & Resource Sharing Specialist			
	E	Communications Coordinator			
6	NE	SHARE Reporting Services Specialist	\$37,769	\$47,212	\$56,654
	NE	Accounts Receivable Coordinator	\$18.16	\$22.70	\$27.24
	NE	SHARE Administrative Services Specialist			
5	NE	SHARE Technical Support Specialist	\$34,179	\$42,723	\$51,268
	NE	Human Resource Assistant	\$16.43	\$20.54	\$24.65
	NE	Administrative Assistant			
	NE	Accounting Assistant			
4	NE	ILDS (Illinois Library Delivery Services) Coordinator*	\$31,200	\$39,000	\$46,800
	NE	Cataloging Assistant	\$15.00	\$18.75	\$22.50
	NE	Delivery Coordinator*			
	NE	Courier*			
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.