



Illinois Heartland Library System

TO: IHLS Finance Committee
FROM: Leslie Bednar
DATE: January 10, 2022
RE: Salary Schedule Update

Background

In February of 2021, IHLS contracted with HR Source to restructure our pay grades and review and grade our current job descriptions. Since our previous pay grades were created in 2013, this was much needed due to the additions of new positions, cost of living inflations, and the new minimum wage law.

With the change to the Illinois minimum wage effective January 1, 2022, to \$12.00 per hour, we are proposing a change to the Pay Grades 1 and 2 to reflect the current minimum wage and IHLS current starting wages for these positions.

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*)

Attached please find an updated salary schedule for your attention and review to present to the Executive Committee at our January 17 meeting.

The proposed salary schedule update will require final approval by the board at our January 25 meeting.

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

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
16	E	Associate Director	\$102,563	\$128,204	\$153,844
			\$49.31	\$61.64	\$73.96
15	E	IT Director	\$92,812	\$116,015	\$139,218
			\$44.62	\$55.78	\$66.93
14		Hold for future use	\$83,989	\$104,986	\$125,983
			\$40.38	\$50.47	\$60.57
13	E	Finance Director	\$76,004	\$95,005	\$114,006
			\$36.54	\$45.68	\$54.81
12	E	SHARE Director	\$68,778	\$85,973	\$103,167
		Operations Director	\$33.07	\$41.33	\$49.60
		Human Resources Director			
11	E	Web Developer	\$62,239	\$77,799	\$93,359
			\$29.92	\$37.40	\$44.88
10	E	Network Administrator	\$56,322	\$70,403	\$84,483
		Area Manager	\$27.08	\$33.85	\$40.62
		Operations Manager			
		SHARE Bibliographic Services Manager			
		SHARE Administrative Services Manager			
		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
8	E	Web IT Administrator	\$46,122	\$57,653	\$69,183
		Senior Accountant	\$22.17	\$27.72	\$33.26
		Cataloging Supervisor/Cataloger 3			
		NE Executive Assistant			
7	E	Metadata Cataloger/Cataloger 2	\$41,737	\$52,172	\$62,606
		SHARE Cataloger	\$20.07	\$25.08	\$30.10
		Marketing Coordinator			
		SHARE Circulation & Resource Sharing Specialist			
		Communications Coordinator			
6	NE	SHARE Reporting Services Specialist	\$37,769	\$47,212	\$56,654
		Accounts Receivable Coordinator	\$18.16	\$22.70	\$27.24
		SHARE Administrative Services Specialist			
5	NE	SHARE Technical Support Specialist	\$34,179	\$42,723	\$51,268
		Human Resource Assistant	\$16.43	\$20.54	\$24.65
		Administrative Assistant			
		Accounting Assistant			
4	NE	ILDS (Illinois Library Delivery Services) Coordinator	\$30,929	\$38,662	\$46,394
		Cataloging Assistant	\$14.87	\$18.59	\$22.30
		Delivery Coordinator			
3		Hold for future use	\$27,989	\$34,986	\$41,983
			\$13.46	\$16.82	\$20.18
2	NE	Courier Driver	\$26,520	\$33,155	\$39,790
			\$12.75	\$15.94	\$19.13
1	NE	Sorter	\$24,960	\$31,200	\$37,440
			\$12.00	\$15.00	\$18.00