

## Board Report

### Market Benchmarking & Compensation Structure Development Project

EPL hired HR Source to perform a market benchmarking study.

The study included:

- Base pay market benchmarking for 57 positions
- Creation of a competitive, market-based compensation structure
- Payroll analysis to assess the overall competitive position of the organization relative to the market and to identify who are out of range
- Fair Labor Standards Act (FLSA) analysis

HR Source benchmarked most positions to library data only. Positions that can extend outside the library industry (IT, Marketing, HR) were benchmarked using 50% library data, 25% other non-profit data, and 25% for-profit data.

Once all positions were benchmarked, a market-based compensation structure was created. As a result, HR Source calculated a compensation structure that includes 14 pay grades. EPL positions were assigned to a pay grade based on the survey data compiled for each position. There is one empty pay grade to potentially accommodate any non-benchmarked positions, in case positions are restructured, or if new positions are created.

The report also included compa-ratio calculations. Compa-ratio is calculated by comparing an employee's annual salary to the midpoint of their range. If an employee has a compa-ratio of 100% they would be considered right "at market." To ensure all employees are paid within range, compa-ratio figures should fall between 80% and 120%. All EPL employees except one, fell between the 80%-120% compa-ratio. With the approval of the new pay grades, that employee will be moved to the new range and will fall within the appropriate compa-ratio range.

Moving forward, all employees are eligible for an annual increase at their performance review. The amount of base pay increase for an employee is dependent upon the employee's overall performance rating, where the employee's pay falls relative to their pay range, and the parameters of the approved budget.

In conclusion, while there are no issues attracting or retaining staff, it's reassuring to know that we have market comparisons and data to confirm our practices. With this up-to-date study, the Board can be confident that EPL will remain competitive in the market and that EPL staff are paid a fair wage.

**ELMHURST PUBLIC LIBRARY**  
**FY 2025 SALARY SCHEDULE**  
**Effective January 1, 2025 - December 31, 2025**

4%

<b>GRADE</b>	<b>JOB TITLE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>
3	Material Handler	\$15.00 \$29,250	\$16.80 \$32,767	\$20.16 \$39,321
4	Interlibrary Loan/Material Handler Processing Material Handler	\$15.00 \$29,250	\$18.50 \$36,082	\$22.20 \$43,298
5	Desk Clerk Interlibrary Loan/Office Clerk Inventory & Withdrawl Clerk Processing Clerk	\$16.30 \$31,785	\$20.37 \$39,731	\$24.45 \$47,677
6	Copy Cataloger Clerk Custodian Assistant Makery Specialist Library Specialist Kids' Library Assistant Marketing Program Assistant	\$17.95 \$35,000	\$22.44 \$43,750	\$26.92 \$52,500
7	Acquisition Technician Building Custodian Lead Desk Clerks Lead Materials Handler Lead ILL Clerk Makery Program Specialist IT Assistant/Custodian Assistant Receiving Clerk	\$19.76 \$38,540	\$24.71 \$48,175	\$29.65 \$57,810
8	AP & Admin Assistant Lead Makery Specialist	\$21.76 \$42,439	\$27.20 \$53,048	\$32.65 \$63,658
9	Elementary School Services Coordinator Homeschool & Scout Coordinator	\$23.96 \$46,731	\$29.96 \$58,414	\$35.95 \$70,097
10	Librarian Cataloging Librarian Middle School Coordinator Children's Program Coordinator Collections Librarian Digital Collections Librarian Early Childhood Services Librarian	\$26.39 \$51,458	\$32.99 \$64,323	\$39.58 \$77,187

Inclusive Services Librarian  
 Teen Engagement Librarian  
 Human Services Librarian  
 Lead Advisory Specialist  
 Adult & Teen Program Coordinator  
 Technology Learning Coordinator  
 Lead Communications Specialist  
 Marketing Specialist  
 IT Technician  
 Kids' & Adult Services Librarian

11	HR Generalist	\$29.06	\$36.32	\$43.59
	Cataloging Supervisor	\$56,663	\$70,829	\$84,995
12	Assistant Head, Adult Services	\$32.00	\$40.00	\$48.00
	Assistant Head, Kids' Library	\$62,395	\$77,993	\$93,592
	Assistant Head, Circulation			
	Assistant Head, Facilities			
13	Head, Adult Services	\$35.23	\$44.04	\$52.85
	Head, Kids' Library	\$68,706	\$85,882	\$103,059
	Head, Circulation Services			
	Head, Facilities			
	Head, Marketing and Communications			
	Head, Makers			
14	No Positions	\$38.80	\$48.50	\$58.20
		\$75,655	\$94,569	\$113,483
15	Head, IT & Technical Services	\$42.72	\$53.40	\$64.08
		\$83,308	\$104,135	\$124,962
16	Assistant Director	\$47.04	\$58.80	\$70.57
		\$91,735	\$114,668	\$137,602