

Market Benchmarking Analysis

The attached proposal from HR Source is for a comprehensive market benchmarking analysis which includes a review of compensation, a market analysis, and an analysis of current pay practices. The last time the Library had a benchmark study performed was in 2005. The cost of the analysis is \$15,950 and is based on the number of positions we have.

There are many reasons to conduct a compensation bench marketing study. The outcomes of a compensation study benefit both the employer and the employee.

Employer benefits

- Surveying the market and having salary survey data can assist in creating a well-supported budget that also allows for adjustments throughout the year.
- It allows employers to be competitive when recruiting the best workers, and searching for top talent.
- Compensation studies allows salaries to remain fair and are updated with current market trends which helps retain employees.

Employee benefits

- Compensation benchmarking keeps pay transparent and more equal; employees tend to appreciate it.
- Compensation benchmarking tells employees that the organization cares about fairness and their financial wellbeing. All things considered, happier employees are more productive, which benefits employers in the long term.

Mary Pellico, HR Generalist

PROPOSAL:

ELMHURST PUBLIC LIBRARY

Market Benchmarking Analysis & Structure Development Project

March 11, 2024

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services

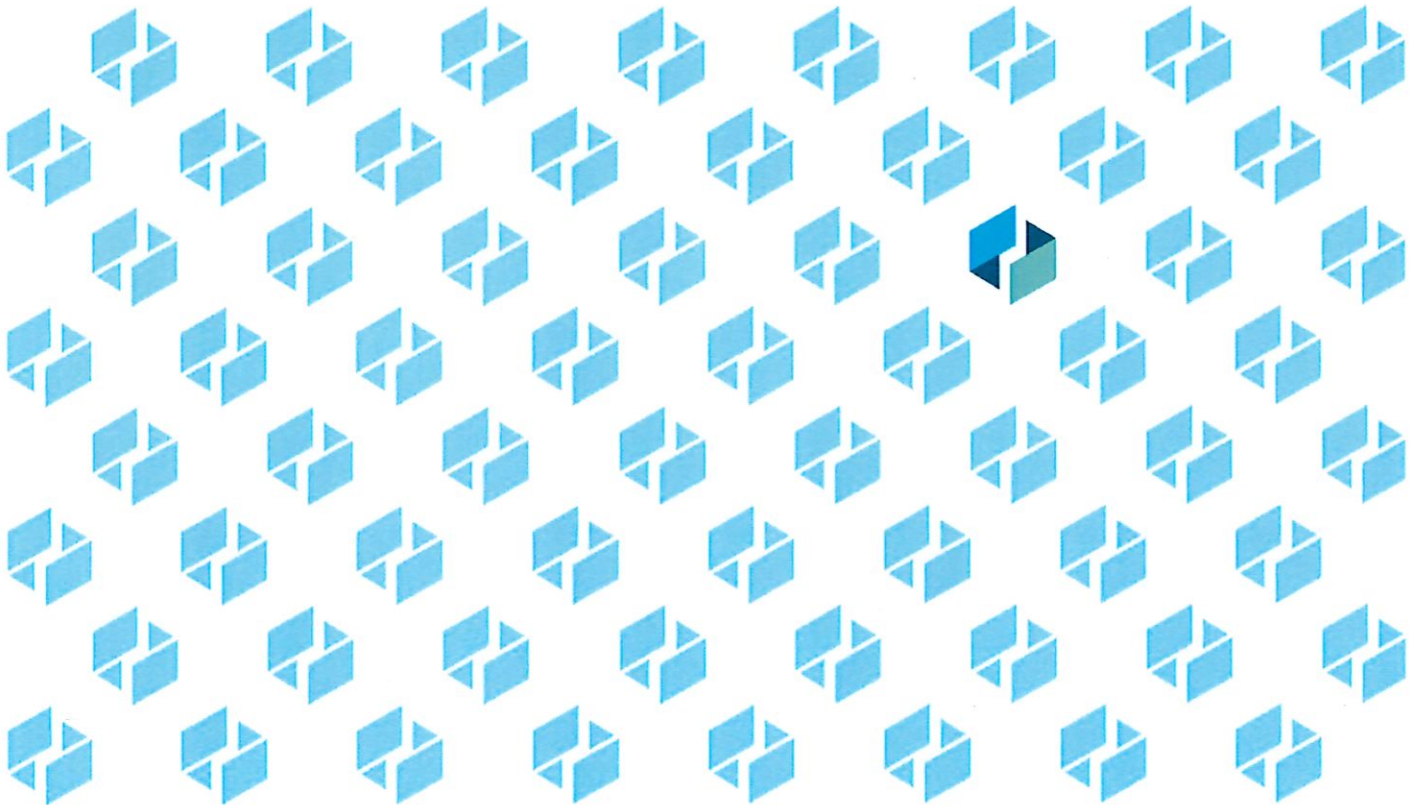


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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

Our Approach

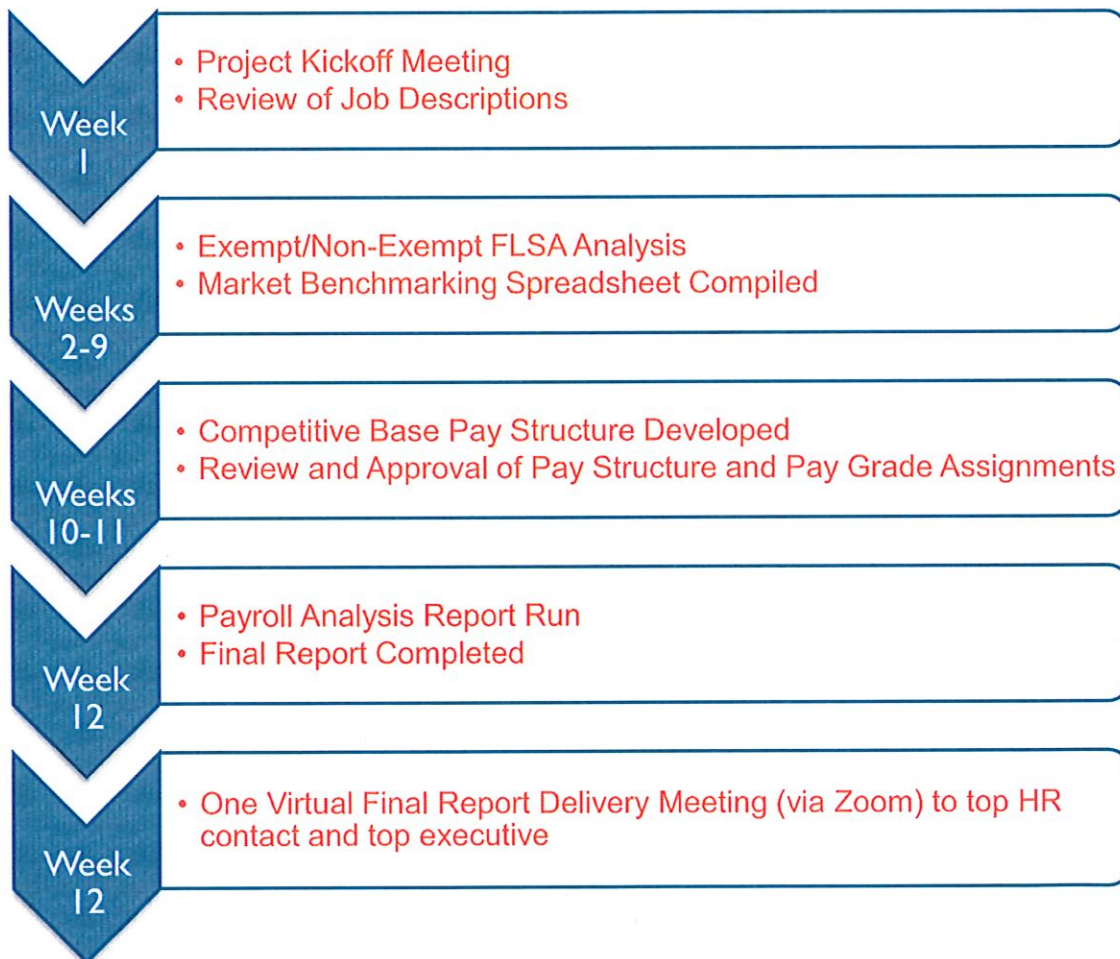
HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.

Timeline*

Below is a proposed timetable. Should the Elmhurst Public Library agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



*There will likely be several weeks and/or months before the project can begin depending on the number of projects in-house. If you wish to move forward, we recommend returning a fully executed service agreement as soon as possible in order to secure a place in our work queue.

Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

Up to 55 positions (Member Rate) \$15,950.00

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact the Elmhurst Public Library for written authorization prior to proceeding.

Project Team

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP

Director, Compensation Services

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP

Senior Compensation/Survey Analyst

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

Letter of Agreement

March 11, 2024

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: Elmhurst Public Library
Contact Name: Mary Pellico
Address: 125 S Prospect Ave, Elmhurst, IL 60126-3298
Telephone: 630-279-8696

Services to be offered: Per the proposal dated March 11, 2024, Market Benchmarking and Structure Development for up to 55 positions.

In exchange for these services, the above organization agrees to pay \$15,950. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



HR Source Authorization

3/11/2024
Date

Elmhurst Public Library Authorization

Date