



21 July 2017

**TO: RAILS Board of Directors**

**FROM: Dee Brennan**

**SUBJECT: Staff Changes recommendation**

As I reported last month, HR Director Barb Brooks resigned to take another position.

After discussion with the Executive Team, we have decided that we will not fill Barb's position. Jim Kregor will become Director of Finance and Human Resources, taking on the core HR responsibilities such as benefits administration, payroll, insurance and recruiting. Jim and his finance department staff have had shared responsibilities with HR in some of these areas.

We have two HR Assistants on staff, Samantha Daley and Mary Hudspeath. We are working closely with them to ascertain what additional responsibilities they can take on and if we need additional HR support.

We have asked Joe Filapek to take on the staff training oversight role as part of his management of continuing education and consulting for members. This area was part of Barb's portfolio but we think it is a great match for Joe's work and his outstanding abilities.

Since Joe's responsibilities are expanding, we recommend that his position as Consulting and Continuing Education Manager be changed to Consulting and Continuing Education Director.

As Consulting and Continuing Education Director, Joe will design and lead a staff development program that offers a variety of learning opportunities to RAILS staff. This will help RAILS meet its goal of organizational excellence, which includes two strategic initiatives:

- Attract, retain, develop, and reward a superb RAILS staff.
- Foster a collaborative RAILS culture that seeks continuous improvement.

We recommend that these changes take effect August 6, 2017. These changes mean a change in title for Jim and a change in title and grade for Joe. The organization chart and salary structure have been revised to show these changes.

I believe these changes will improve our efficiency, reduce personnel costs and give us an expanded focus on staff training. I ask the board to approve the revised salary structure and organization chart.



Reaching Across Illinois Library System  
Pay Grade Assignments

Grade	FLSA	Position Title	Minimum	Midpoint	Maximum
14	E	Associate Executive Director	\$103,308	\$129,135	\$154,962
			\$52.98	\$66.22	\$79.47
13		Hold for restructuring	\$92,215	\$115,269	\$138,323
			\$47.29	\$59.11	\$70.93
12		Hold for future restructuring	\$82,314	\$102,892	\$123,471
			\$42.21	\$52.77	\$63.32
11	E	Director, Finance	\$73,476	\$91,844	\$110,213
	E	Director, Technology Services	\$37.68	\$47.10	\$56.52
10	E	Director, Communication Services	\$65,586	\$81,983	\$98,379
	E	Director, Consulting and Continuing Education	\$33.63	\$42.04	\$50.45
	E	Director, Delivery and Facility Services			
	E	Director, Human Resources			
	E	Director, Member Development and Resource Sharing			
	E	Director, Talking Book Services			
	E	Information Technology Manager			
	E	LLSAP Services Manager			
9	E	Application and Web Developer	\$58,544	\$73,180	\$87,816
	E	Member Engagement Manager	\$30.02	\$37.53	\$45.03
8	E	Member Services Supervisor - LLSAP	\$52,258	\$65,322	\$78,387
	E	Member Services Coordinator - LLSAP	\$26.80	\$33.50	\$40.20
	E	Network Administrator - IT			
	E	System Administrator - IT			
	E	System Coordinator - LLSAP			
	E	System Supervisor - LLSAP			
7	E	Cataloging and Database Supervisor - LLSAP	\$46,647	\$58,308	\$69,970
	E	Consulting and Continuing Education Specialist	\$23.92	\$29.90	\$35.88
	E	Delivery Services Manager			
	E	Digitization Training Coordinator			
	E	E-Book Trainer/Coordinator			
	E	Resource Sharing Specialist			
	E	Support Coordinator - LLSAP			
	NE	Executive Assistant			
6	E	Communications Specialist	\$41,638	\$52,048	\$62,457
	E	Staff Accountant	\$21.35	\$26.69	\$32.03
5	E	Cataloging and Database Coordinator - LLSAP	\$37,167	\$46,459	\$55,751
	NE	Outreach Associate	\$19.06	\$23.83	\$28.59
4	NE	Accounting Specialist	\$33,176	\$41,471	\$49,765
	NE	Administrative Assistant	\$17.01	\$21.27	\$25.52
	NE	Delivery/Facility Associate			
	NE	Human Resources Assistant			
	NE	Reader Advisor			
	NE	Senior Member Services Specialist - LLSAP			
	NE	Senior Support Specialist - IT			
	NE	Senior System Specialist - LLSAP			
3	NE	Senior Cataloging & Database Specialist - LLSAP	\$29,614	\$37,018	\$44,421
			\$15.19	\$18.98	\$22.78
2	NE	Cataloging & Database Specialist - LLSAP	\$26,434	\$33,043	\$39,652
	NE	Member Services Specialist - LLSAP	\$13.56	\$16.95	\$20.33
1	NE	Clerical Assistant	\$23,596	\$29,495	\$35,394

Reaching Across Illinois Library System  
Pay Grade Assignments

	NE	Driver	\$12.10	\$15.13	\$18.15
	NE	Sorter			