
11 January 2019

TO: RAILS Board of Directors

FROM: Deirdre Brennan

SUBJECT: Staffing changes, revised compensation schedule and new organization chart

We are requesting board approval of a revised compensation schedule and organization chart.

Staffing Structure

At the November board meeting, we recommended some changes in our staffing structure. (The memo from the November board meeting is included in this packet also.)

We have combined many responsibilities of the former Director, Membership Development and Resource Sharing and the Resource Sharing Specialist positions into a new Library Resources and Programs Manager.

Consulting responsibilities from the former two positions have been shifted to our Consulting and Continuing Education department. To support this, we have added a Consulting and Continuing Education Specialist position to the existing one, so that there are now two.

We have added a Data Coordinator and Research Analyst to oversee our data collection and develop analyses to assist us in service delivery and evaluation.

These changes result in a net gain of one position (four positions versus the previous three.) The annual additional cost impact would be approximately \$50,000 including benefits. The total annual cost of the manager position would be approximately \$17,000 below that of the director position and would partially offset the additional costs of the added fourth position. The fiscal year 2019 impacts compared to budget will be minimal, as we already have achieved approximately \$28,500 of savings from two positions having been vacated two months ago and we have yet to hire any of the four positions.

These changes will more effectively align our staffing with the work we want to do for our members and the goals of our strategic plan.

Staff Compensation

We are also requesting a change to our minimum wage, which chiefly affects the delivery department. This is a proactive measure to assist us in recruiting and retaining exceptional team members. We have experienced difficulties attracting team members due to our starting hourly rate of \$12.83. Temporary employment agencies have also reported difficulties finding workers due to our pay rate. According to Glassdoor, \$13.81 is the average hourly pay rate for a delivery driver across the US, and the average annual salary for a delivery driver in Bolingbrook, IL is \$41,435 or \$19.92 hourly.

The impact of increasing the base wage for delivery employees to \$14.00/hour as of March 4, 2019 would be approximately \$21,000 for the last quarter of FY 2019 and \$63,000 on an annual basis.

We recommend making the change effective in March to align with changes in scheduling of staff. These changes may adversely affect individual staff wages because we are eliminating some routes and moving other staff to daytime, meaning staff working these hours will no longer receive the nighttime salary differential. These changes will increase delivery efficiency and implement recommendations from the Laboratory for Applied Spatial Analysis (LASA).

The revised compensation schedule and new organization chart in your packet reflect these changes. Please approve the revised chart and schedule. Of course, I will be happy to answer questions at the meeting.

Thank you.

9 November 2018

TO: RAILS Board of Directors

FROM: Deirdre Brennan

SUBJECT: RAILS staffing changes

In light of the departures of Veronda Pitchford and Louise Svehla, we have been reviewing overall staffing needs and will be making some changes to help us serve members better. Additionally, Amanda Musacchio's position in the resource sharing department has not been filled since her departure in August so we are looking at that position also.

Over the past few years, we have added or expanded many programs and services: eRead Illinois, Find More Illinois, Explore More Illinois, and system membership standards are a few examples. In addition, member participation in and desire for training, consulting and continuing education have expanded. We regularly get requests for facilitation training, strategic planning assistance, suggestions for new cooperative purchasing agreements, and training to help libraries deal with the growing diversity of library users and their needs to name just a few examples. Questions about state laws (especially FOIA and OMA), the administrative code, service to those without any public library service, and professional issues like intellectual freedom are also growing as new library directors and staff join RAILS member libraries. The following information provides a brief overview of the changes we are considering.

The resource sharing and membership development department will focus on developing and managing resources and programs for members. Services related to membership – such as visits, new members, promotion and expansion of multitype collaboration will be continue to be managed by the communications and member engagement department. Consulting and continuing education staff will continue to plan and implement training and they will take on member questions as part of the consulting function. We are considering the addition of a position to assist with the collection and analysis of the growing amount of data that we collect and keep, as well as to work on the evaluation of RAILS services to members. We are also discussing the need for software development in IT as more and more of our work depends on being able to design or customize software to make it work for library purposes.

We hope to develop job descriptions and begin posting positions soon. We will bring a revised organization chart to the board for approval at the January meeting.

Reaching Across Illinois Library System
Effective May 1, 2015

Document 9.1

Pay Grade	Minimum	Midpoint	Maximum
Grade 14	\$103,308	\$129,135	\$154,962
Grade 13	\$92,215	\$115,269	\$138,323
Grade 12	\$82,314	\$102,892	\$123,471
Grade 11	\$73,476	\$91,844	\$110,213
Grade 10	\$65,586	\$81,983	\$98,379
Grade 9	\$58,544	\$73,180	\$87,816
Grade 8	\$52,258	\$65,322	\$78,387
Grade 7	\$46,647	\$58,308	\$69,970
Grade 6	\$41,638	\$52,048	\$62,457
Grade 5	\$37,167	\$46,459	\$55,751
Grade 4	\$33,176	\$41,471	\$49,765
Grade 3	\$29,614	\$37,018	\$44,421
Grade 2	\$26,434	\$33,043	\$39,652
Grade 1	\$23,596	\$29,495	\$35,394

Reaching Across Illinois Library System
Pay Grade Assignments

Effective 7/1/2018
Document 9.1

Grade	FLSA	Position Title	Minimum	Midpoint	Maximum
14	E	Associate Executive Director	\$109,578	\$136,972	\$164,366
			\$56.20	\$70.24	\$84.29
13		Hold for restructuring	\$97,811	\$122,264	\$146,718
			\$50.16	\$62.70	\$75.23
12		Hold for future restructuring	\$87,309	\$109,136	\$130,964
			\$44.77	\$55.97	\$67.16
11	E	Director, Finance and Human Resources	\$77,935	\$97,418	\$116,902
	E	Director, Technology Services	\$39.97	\$49.96	\$59.95
10	E	Director, Communication Services	\$69,566	\$86,958	\$104,349
	E	Director, Consulting and Continuing Education	\$35.67	\$44.59	\$53.51
	E	Director, Delivery and Facility Services			
	E	Information Technology Manager			
	E	LLSAP Services Manager			
9	E	Application and Web Developer	\$62,097	\$77,621	\$93,145
	E	Member Engagement Manager	\$31.84	\$39.81	\$47.76
	E	Library Resources and Programs Manager			
8	E	Member Services Supervisor - LLSAP	\$55,429	\$69,286	\$83,144
	E	Member Services Coordinator - LLSAP	\$28.43	\$35.53	\$42.64
	E	Network Administrator - IT			
	E	System Administrator - IT			
	E	System Coordinator - LLSAP			
	E	System Supervisor - LLSAP			
	E	Technology Special Projects Coordinator			
7	E	Cataloging and Database Supervisor - LLSAP	\$49,478	\$61,847	\$74,216
	E	Consulting and Continuing Education Specialist	\$25.37	\$31.71	\$38.06
	E	Delivery Services Manager			
	E	Digitization Training Coordinator			
	E	E-Book Trainer/Coordinator			
	E	Resource Sharing Specialist			
	E	Support Coordinator - LLSAP			
	NE	Executive Assistant			
	NE	Data Coordinator and Research Analyst			
6	E	Communications Specialist	\$44,165	\$55,207	\$66,247
	E	Staff Accountant	\$22.65	\$28.31	\$33.97
	E	Human Resources Generalist			
5	E	Cataloging and Database Coordinator - LLSAP	\$39,423	\$49,278	\$59,134
4	NE	Accounting Specialist	\$35,189	\$43,988	\$52,785
	NE	Administrative Assistant	\$18.04	\$22.56	\$27.07
	NE	Delivery/Facility Associate/Delivery Lead			
	NE	Human Resources Coordinator			
	NE	Senior Member Services Specialist - LLSAP			
	NE	Senior Support Specialist - IT			
	NE	Senior System Specialist - LLSAP			
3	NE	Senior Cataloging & Database Specialist - LLSAP	\$31,411	\$39,265	\$47,117
			\$16.11	\$20.13	\$24.16
2	NE	Cataloging & Database Specialist - LLSAP	\$28,038	\$35,048	\$42,058
	NE	Member Services Specialist - LLSAP	\$14.38	\$17.98	\$21.56
1	NE	Clerical Assistant	\$25,038	\$31,285	\$37,542
	NE	Driver	\$12.83	\$16.05	\$19.25
	NE	Sorter			

