



**PrairieCat Finance Committee
Agenda
Thursday, March 21, 2024
10:30 a.m. – 12:00 p.m.**

The committee will meet in person at DeKalb Public Library,
309 Oak Street, DeKalb, IL 60115
And online via Zoom

<https://prairiecat-org.zoom.us/join/joinme/register/tZwudeChqzsrHNRgoytvYGHstgSS-nFJmQDI#/registration>

PUBLIC COMMENT: Members of the public will be able to chat or speak during the meeting or the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@prairiecat.org at least two hours before the meeting.

We require an in-person quorum for this meeting.

Register online at L2 or at the following URL for Zoom online registration:

1. Call to Order, introductions.
2. Introduction of Guests and Public Comment
3. Approve minutes of December 21st, 2023, meeting (pp. 2-4)
4. Review and discussion, FY25 budget and membership fees (pp. 5-13)
5. Discussion, PrairieCat compensation benchmarking study and compensation plan (pp. 14-30)
6. Adjournment

Next meeting: June 20, 2024, 10:30am – 12:00am, DeKalb Public Library and online



**PrairieCat Finance Committee
Minutes
Thursday, December 21, 2023
10:30 a.m. – 12:00 a.m.**

The committee met in person at DeKalb Public Library,
309 Oak Street, DeKalb, IL 60115
And online via Zoom

<https://prairiecat-org.zoom.us/meeting/register/tZwudeChqzsrHNRgoytvYGHstgSS-nFJmQDI#/registration>

PUBLIC COMMENT: Members of the public will be able to chat or speak during the meeting or the virtual Zoom meeting during the public comment.

Public comments may be submitted via email to
Carolyn.Coulter@prairiecat.org at least two hours before the meeting.

We require an in-person quorum for this meeting.

Register online at L2 or at the following URL for Zoom online registration:

1. Call to Order, introductions.
Present at Dekalb PL: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Nick Weber (WO), Beth Ryan (Chair-JO), Bryon Lear (MX), Lauren Offerman (TC), Rene Leyva (FR), Elizabeth Smith (PrairieCat), Angela Campbell (RP)

Present via Zoom:

Absent: Michael Skwara (HC), Maria Meachum (WL), Penny Bryant (PT)

Ryan (JO) called the meeting to order at 10:35 am.

2. Introduction of Guests and Public Comment
There were no guests or public comments.
3. Approve minutes of June 15th, 2023, meeting

Motion #1: Offerman (TC) moved and Weber (WO) seconded to approve the June 15, 2023 meeting minutes as presented. There was no discussion on the motion. Motion carried by vocal affirmation.

4. Review and discussion, draft FY25 budget and membership fees
Coulter (PrairieCat) discussed the FY25 draft budget. This budget includes a 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on early estimations. RAILS is using a 3% estimate, as well. We are currently benchmarking our positions and waiting for that information to come back before making a final decision, however these percentiles are a "good guess". The per-library fee for both fully participating and basic online circulating members has been increased. The FY24 levels were \$3427 FP/\$2399 BO. A 5% increase was added to the FP cost and the BO also adjusted, to bring the new per library charge to \$3618 FP/\$2533 BO. Although we have kept this increase at 3.5% over the last few years, we were seeing an imbalance between larger and smaller library fee increases. This higher flat-fee increase is intended to "even out" the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well.
Capital reserves costs were held at the FY24 level. According to our bylaws, we are required to contribute at least \$25,000. Given that we have been contributing well over that for several years, and are again contributing well over that threshold, it was felt that we could leave this number flat for FY25. This will help with the overall increase across the entire consortium. Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula.
Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. A remote PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to alternate between in-person and remote events. Administrative Council would like to return to an every-other-year in person structure. Increases to insurance that we experienced in FY24 are reflected, as well as an estimate of a 10% increase in the last six months of FY25. This budget also includes short term disability insurance. This budget reflects our new IMRF rate for FY24, which will be 11.9%, a reduction from the 12.92% we have had in the previous year. This budget reflects costs for the addition of the upgraded, cloud-hosted phone notification system from Innovative. I have also included the cost for Encore hosting (aprox. \$8,900) as it was shown that members wish to keep Encore up for an extended period. I have not included the cost for Vega Promote in this budget. We know that we will need to implement the LX Starter notices product in FY25, and it was felt that we may not have time to also implement Promote for FY25 as well. If the membership decides to move forward with Promote, we will bring it to Delegates for a separate vote and fund through capital reserves, if needed. My assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

Campbell (RP) asked what specifically are we saving capital reserves for? Coulter responded there are a couple of options. Traditionally it was for hardware upgrades or fixes, but we do not have to worry about that any more with everything being hosted so we will likely use it for software for the membership. Leyva (FR) explained that his library has a separate budget for cap reserves and specifically state what that money is going towards. Campbell suggested looking into creating a separate budget for cap reserves. Ryan (JO) agrees. Coulter will bring this up at the next Administrative Council meeting. It may be the case, that we just change the name of capital reserves to something that would more accurately describe where the funds are going.

Coulter brought up that we could also look at moving the hosting fees of \$53,000 out of cap reserves which would lower the operating budget. We could also look at taking out the \$10,000 phone dialer. Campbell mentioned that those are recurring charges and usually cap reserves are for one time purchases, not regular maintenance.

The Committee has requested that Coulter talks to the accountants to receive justification behind not listing the in-kind services that were taken out of the RAILS grant on the budget.

5. Adjournment

The meeting adjourned at 11:27 am.

Next meeting: March 21, 2024, 10:30am – 12:00am, DeKalb Public Library and online



Date: 3/21/2024

To: PrairieCat Finance Committee

From: Carolyn Coulter, Director

Re: FY25 budget

Executive Summary:

Below is the final budget for FY25. This draft includes a 3% staff salary increase (COLA), 1% merit increase, a 5% increase to hosting charges, and a 5% increase to per library charges. Capital reserves for fully participating and basic online members have been held flat from FY24 with no increase. The budget includes \$568,723.14 in grant funding from RAILS, the amount we will receive in FY25. The budget also includes some adjustments to staff salaries in light of the benchmarking study completed this year.

Detailed description:

Attached you will find the FY25 budget.

- A 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on early estimations. RAILS is using a 3% estimate, as well.
- The benchmarking study performed with HRSsource has been completed and three salaries were adjusted in light of this information. In FY26, it is planned to make further adjustments.
- The per-library fee for both fully participating and basic online circulating members has been increased. The FY24 levels were \$3427 FP/\$2399 BO. A 5% increase was added to the FP cost and the BO also adjusted, to bring the new per library charge to \$3618 FP/\$2533 BO. Although we have kept this increase at 3.5% over the last few years, we were seeing an imbalance between larger and smaller library fee increases. This higher flat-fee increase is intended to “even out” the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well.
- Capital reserves costs were held at the FY24 level. According to our bylaws, we are required to contribute at least \$25,000. Given that we have been contributing well over that for several years, and are again contributing well over that threshold, it was felt that we could leave this number flat for FY25. This will help with the overall increase across the entire consortium.
- Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula.
- Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual.

- A remote PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to alternate between in-person and remote events. Administrative Council would like to return to an every-other-year in person structure.
- Insurance rates that we experienced in FY24 are reflected, as well as an estimate of a 10% increase in the last six months of FY25. This budget also includes short term disability insurance.
- This budget reflects our new IMRF rate for FY24/25, which will be 11.9%, a reduction from the 12.92% we have had in the previous year.
- This budget reflects costs for the addition of the upgraded, cloud-hosted phone notification system from Innovative. The installation of this product is budgeted to be taken from reserve funds.
- I have also included the cost for Encore hosting (aprox. \$8,900) as it was shown that members wish to keep Encore up for an extended period.
- I have not included the cost for Vega Promote in this budget. We know that we will need to implement the LX Starter notices product in FY25, and it was felt that we may not have time to also implement Promote for FY25 as well. If the membership decides to move forward with Promote, we will bring it to Delegates for a separate vote and fund through reserves, if needed. My assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

Below, please find the attached budget detail, staff budget detail, Appendix A and Union List charges.

| FY25 budget 20240308 final.xls | | | | | | | | |
|--------------------------------|--|----------------|----------------|----------------|----------------|----------------|---|--|
| | | | | | | | | |
| | | FY21 | FY22 | FY23 | FY24 | FY25 | | Percentage of revenues or Expenditures |
| | | Independence | Independence | | | | | |
| | | W/ 3% increase | W/ 2% increase | w/2% increase | w/ 4% increase | w/ 3% increase | | |
| | | 25K Reserves | 10K Reserves | 0 reserves | 10K reserves | 0K reserves | | |
| | REVENUES | | | | | | | Percentage of Revenues |
| 4050 | Other Grants-RAILS CE Grant | \$1,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | RAILS CE grant for PUG Day | 0.10% |
| 4051 | Revenue from LLSAP RAILS grant | \$533,080.90 | \$559,218.00 | \$564,277.00 | \$565,262.00 | \$515,237.39 | RAILS award (FY20): \$559,731.16; (FY21): \$533,080.90; (FY22) \$559,218; (FY23) \$564,277; (FY24) \$565,262; (FY25) \$568,723 (in FY25: Accounting services: 51,721.76 and phone dialer 1764.00) | 25.10% |
| 4062 | Union List Member Revenue | \$26,562.00 | \$28,960.00 | \$27,602.00 | \$29,995.00 | \$31,658.00 | from spreadsheet annual UL billin | 1.54% |
| 4063 | Fully Participating & Basic Online Member Revenue | \$1,048,834.69 | \$1,050,175.08 | \$1,106,558.92 | \$1,222,316.14 | \$1,296,705.04 | | 63.16% |
| 4064 | ILL Barcode Revenue | \$7,000.00 | \$7,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 | | 0.15% |
| 4065 | Cataloging Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | 0.00% |
| 4066 | Continuing Education Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | 0.00% |
| 4067 | Fully Participating & Basic Online - CR Contribution | \$52,611.00 | \$54,457.00 | \$57,160.00 | \$60,398.00 | 60,839.00 | no change | 2.96% |
| 4068 | Union List - CR Contribution | \$6,688.00 | \$7,280.00 | \$6,919.00 | \$5,495.00 | 5,495.00 | no change | 0.27% |
| 4070 | Reimbursements | \$13,010.00 | \$19,000.00 | \$19,665.00 | \$20,353.28 | \$21,065.64 | reimburse for express lane | 1.03% |
| 4071 | Reimbursements - Hosting fee | \$41,520.00 | \$43,890.00 | \$46,960.00 | \$50,368.00 | \$53,185.00 | and marc report | 2.59% |
| 4073 | Reimbursements - PUG Day/DA Fee | \$6,000 | \$0 | \$0 | \$0 | \$0 | 5% increase | |
| 4072 | Reimbursements - eRead Illinois | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | lunch reimbursement (not used) | 0.00% |
| 4074 | Reimbursements - Capria mobile app | \$35,104.00 | \$39,600.00 | \$34,500.00 | \$34,500.00 | \$35,707.50 | mobile app reimbursement | 0.00% |
| 4080 | Investment Income | \$8,200.00 | \$4,500.00 | \$5,500.00 | \$18,000.00 | \$27,000.00 | | 1.74% |
| 4090 | Other Revenue | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | based on FY23 numbers | 1.32% |
| | | | | | | | | 0.05% |
| | | | | | | | | 0.00% |
| | TOTAL REVENUE | \$1,780,610.59 | \$1,817,080.08 | \$1,875,141.92 | \$2,012,687.42 | \$2,052,892.57 | | 100.00% |
| | | | | | | | | |
| | | | | | | | | |
| | EXPENDITURES | | | | | | | Percentage of Expenditures |
| 5131 | eResources - eRead Illinois | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | 0.00% |
| 5010 | other professionals | \$611,872.03 | \$624,109.48 | \$636,470.00 | \$665,713.44 | \$696,539.23 | 3% | 33.77% |
| 5010 | other professionals merit | \$0.00 | \$0.00 | \$6,253.00 | \$6,657.13 | \$6,965.39 | 1% | 0.34% |
| 5010 | other professionals longevity | | | | | \$0.00 | | 0.00% |
| 5020 | support services | \$132,979.57 | \$130,482.65 | \$133,500.00 | \$139,749.48 | \$154,615.50 | 3% | 7.50% |

| | | | | | | | | |
|--------------------------------|--|--------------|--------------|--------------|--------------|--------------|--|-------|
| FY25 budget 20240308 final.xls | | | | | | | | |
| 5020 | support services merit | \$0.00 | \$0.00 | \$1,305.00 | \$1,397.49 | \$1,546.16 | 1% | 0.07% |
| 5020 | support services longevity | | | | | \$0.00 | | 0.00% |
| 5030 | Payroll taxes, SS taxes, fringe benefits | \$56,981.15 | \$57,726.30 | \$58,872.00 | \$61,617.91 | \$65,113.34 | | 3.16% |
| 5030 | Payroll taxes, SS taxes, fringe benefits Merit | \$0.00 | \$0.00 | \$578.00 | \$616.18 | \$651.13 | | 0.03% |
| 5040 | Unemployment Insurance | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | | 0.17% |
| 5050 | Worker's Compensation insurance | \$1,442.00 | \$1,581.65 | \$1,629.10 | \$1,720.00 | \$2,100.00 | adjusted up FY24 costs | 0.10% |
| 5060 | Retirement benefits | \$74,485.16 | \$114,188.82 | \$107,893.00 | \$104,065.81 | \$101,287.41 | 11.9% employer contribution | 4.91% |
| 5060 | Retirement benefits Merit | | | \$1,060.00 | \$1,040.66 | \$1,012.87 | | 0.05% |
| 5070 | Health, Dental, Life, Disability | \$134,950.72 | \$138,373.52 | \$157,108.92 | \$170,861.58 | \$184,624.44 | 10% increase FY25, Disability included, (disability: \$4,503 (FY25) for ST. LT included in IMRF) | 8.95% |
| 5080 | other fringe benefits | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | wellness plan, retirement gifts | 0.05% |
| 5083 | Tuition reimbursements | \$1,000.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | | 0.02% |
| 5084 | Staff professional memberships | \$2,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | individual memberships to orgs | 0.05% |
| 5140 | Rent/Lease | | | | \$0.00 | \$0.00 | BR, CV all costs | 0.00% |
| 5160 | Property Insurance | \$1,700.00 | \$1,700.00 | \$2,500.00 | \$2,500.00 | \$2,800.00 | Inland Marine Insurance (\$1,600.00) | 0.14% |
| 5200 | Fuel | \$3,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$1,500.00 | | 0.07% |
| 5210 | Repairs and maintenance | \$3,000.00 | \$3,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | Maintenance of vehicles, tires, replacement of vehicle parts, vehicle | 0.10% |
| 5220 | Vehicle Insurance | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,000.00 | \$2,000.00 | auto: one car | 0.10% |
| 5230 | Vehicle leasing and rent | \$1,000.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | | 0.02% |
| 5240 | Other vehicle expenses | \$750.00 | \$750.00 | \$750.00 | \$750.00 | \$350.00 | Ipasses, driver's license checks | 0.02% |
| 5250 | In-State Travel | \$6,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$7,000.00 | | 0.34% |

| FY25 budget 20240308 final.xls | | | | | | | | |
|--------------------------------|--|----------------|----------------|----------------|----------------|----------------|--|---------|
| 5260 | Out-of-State Travel | \$10,000.00 | \$7,000.00 | \$6,000.00 | \$7,000.00 | \$6,000.00 | ALA, ILA, IUG, ARSL | 0.29% |
| 5270 | Registration & Meetings, Other fees | \$10,600.00 | \$7,000.00 | \$9,000.00 | \$10,000.00 | \$9,000.00 | DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training | 0.44% |
| 5280 | Conferences and Continuing Education Meetings | \$25,000.00 | \$5,000.00 | \$5,000.00 | \$15,000.00 | \$5,000.00 | PUG day remote | 0.24% |
| 5290 | Public Relations | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$1,000.00 | PrairieCat branded items | 0.05% |
| 5300 | Liability Insurance | \$6,000.00 | \$6,500.00 | \$7,500.00 | \$11,400.00 | \$10,000.00 | D and O, Cyber; General Liability | 0.48% |
| 5310 | Computer, Software & Supplies | \$7,000.00 | \$10,000.00 | \$47,000.00 | \$11,500.00 | \$11,902.50 | LMS \$5500; certs, \$2,000; CMS and libguides (\$4,000) | 0.58% |
| 5310 | Computer, Software & Supplies | | | \$65,000.00 | \$18,986.00 | \$19,209.75 | IT equipment and software (NetNotify; windows 365 (email, shared storage, apps), other software | 0.93% |
| 5320 | General Office Supplies and Equipment | \$200.00 | \$200.00 | \$200.00 | \$2,500.00 | \$2,000.00 | chairs, misc office supplies | 0.10% |
| 5380 | Telephone & Telecommunications | \$0.00 | \$0.00 | \$4,300.00 | \$5,500.00 | \$8,165.22 | reimburse telco working from home | 0.40% |
| 5400 | Equipment Repair & Maintenance Agreements | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$2,000.00 | maintenance on servers, FW main | 0.10% |
| 5410 | Legal | \$10,000.00 | \$10,000.00 | \$7,000.00 | \$7,000.00 | \$3,500.00 | reduced due to prior years expend | 0.17% |
| 5420 | Accounting | \$5,200.00 | \$5,000.00 | \$7,000.00 | \$55,600.00 | \$7,000.00 | Audit contract (5K), actuary for retiree benefits study (2K). | 0.34% |
| 5430 | Consulting | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$11,000.00 | RS summit (2.5K), web server support and enhancements (\$8,000) | 0.53% |
| 5435 | Payroll services fees | \$6,020.40 | \$6,249.18 | \$6,500.00 | \$8,000.00 | \$9,000.00 | | 0.44% |
| 5450 | Information Service Costs | \$492,006.98 | \$513,908.40 | \$523,693.90 | \$539,911.73 | \$587,168.14 | Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet) FY25: | 28.46% |
| 5450 | Information Service Costs | \$27,950.00 | \$39,600.00 | \$34,500.00 | \$34,500.00 | \$35,707.50 | special projects-Capira mobile app (reimbursed by participants) | 1.73% |
| 5470 | Outside Printing services | \$1,000.00 | \$1,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | | 0.10% |
| 5480 | Other Contractual Services | \$79,880.30 | \$91,710.08 | \$75,529.00 | \$85,600.00 | \$87,633.99 | innovative hosting (80,069.57), web server hosting and maintenance (\$6,000) | 4.25% |
| 5490 | Depreciation | \$4,897.60 | \$4,897.60 | \$4,897.00 | \$0.00 | \$0.00 | depreciation on cars | 0.00% |
| 5500 | Professional Association Membership Dues | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | IUG (\$200), WIUG (\$100), HRSource (\$1,040), ARSL (\$150), ILA (\$200) | 0.10% |
| 5510 | Miscellaneous | \$2,500.00 | \$2,500.00 | \$500.00 | \$500.00 | \$1,500.00 | | 0.07% |
| 5520 | Miscellaneous - E-Commerce Fees | \$7,000.00 | \$5,500.00 | \$5,500.00 | \$5,500.00 | \$5,500.00 | | 0.27% |
| | TOTAL EXPENDITURES | \$1,741,415.91 | \$1,811,977.68 | \$1,945,038.92 | \$2,002,687.41 | \$2,062,892.57 | | |
| | TOTAL EXPENDITURES LESS DEPRECIATION | \$1,736,518.31 | \$1,807,080.08 | \$1,940,141.92 | \$2,002,687.41 | \$2,062,892.57 | | 100.00% |
| | Exclusion of Depreciation from Cash Expenditures | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Change in net position | \$39,194.68 | \$5,102.40 | -\$69,897.00 | \$10,000.00 | -\$10,000.00 | Take \$10,000 from cap reserves for phone dialer install | |
| | | | | | | | | |
| | To Capital Reserves (Overage) | \$44,092.28 | \$10,000.00 | -\$65,000.00 | \$10,000.00 | -\$10,000.00 | Reserves to phone notification install | |
| | | | | | | | | |
| | In Kind from RAIL Grant for Accounting | | | | | \$51,721.76 | | |
| | In Kind from RAILS Grant for Phone dialer | | | | | \$1,764.00 | | |

[illegible]

| | | | | | | | | | | | | | | |
|---|-------------|---------|--------------|--------|-------------|-----------|-------------|-----------------------|---------------------------|-------------|-------------|-------------|---------|---------------------------------|
| Fully Participating & Basic Online Library Fees, July 2024 to June 2025 - 3% wage increase, 1% Merit | | | \$1,296,705 | | | | | | | | | | | |
| CIRC FORMULA - balance divided by 3 | | | \$315,612.01 | / | 4,358,085 | Circs | = | \$0.07242 | | | | | | |
| USER FORMULA - balance divided by 3 | | | \$315,612.01 | / | 340,819 | Users | = | \$0.92604 | | | | | | |
| ITEMS FORMULA - balance divided by 3 | | | \$315,612.01 | / | 4,818,891 | Items | = | \$0.06549 | | | | | | |
| LIBRARY FORMULA - \$3618 for FP; \$2533 for basic Capital Reserve: \$629 for FP; \$441 for Basic Hosting fee: \$550 for FP; \$385 for Basic | | | \$349,869.00 | / | 103 | Libraries | | \$349,869.00 | | | | | | |
| | FY24 | | Per | | Per | | Per | Per | CR | Hosting Fee | FY25 | \$ | % | |
| Library | total fees | Circs | Circ chg | Users | user chg | Items | item charge | library (5% increase) | Contribution (0 increase) | 5% increase | total fees | Inc/Dec | Inc/Dec | Difference of round up & actual |
| Andalusia TL (AN) | \$4,675.00 | 6,645 | \$481.25 | 378 | \$350.04 | 11,978 | \$784.50 | \$2,533.00 | \$441.00 | \$385.00 | \$4,975.00 | \$300.00 | 6.42% | \$4,974.79 \$0.21 |
| Bertolet ML (BM) | \$5,032.00 | 10,701 | \$774.94 | 289 | \$267.32 | 13,881 | \$909.13 | \$2,533.00 | \$441.00 | \$385.00 | \$5,310.00 | \$278.00 | 5.52% | \$5,310.39 (\$0.39) |
| Bourbonnais PL (BD) | \$19,264.00 | 89,114 | \$6,453.65 | 7,229 | \$6,694.04 | 36,805 | \$2,410.53 | \$3,618.00 | \$629.00 | \$550.00 | \$20,355.00 | \$1,091.00 | 5.66% | \$20,355.22 (\$0.22) |
| Bradley PL (BR) | \$13,967.00 | 44,431 | \$3,217.66 | 3,477 | \$3,220.15 | 46,299 | \$3,032.34 | \$3,618.00 | \$629.00 | \$550.00 | \$14,267.00 | \$300.00 | 2.15% | \$14,267.16 (\$0.16) |
| Byron PLD (BY) | \$15,257.00 | 57,947 | \$4,196.54 | 3,333 | \$3,086.80 | 58,416 | \$3,825.92 | \$3,618.00 | \$629.00 | \$550.00 | \$15,906.00 | \$649.00 | 4.25% | \$15,906.26 (\$0.26) |
| Charles B. Phillips PL (Newark) (CP) | \$7,458.00 | 15,033 | \$1,088.66 | 711 | \$658.42 | 19,398 | \$1,270.47 | \$3,618.00 | \$629.00 | \$550.00 | \$7,815.00 | \$357.00 | 4.79% | \$7,814.55 \$0.45 |
| Cherry Valley PL (CH) | \$19,631.00 | 99,201 | \$7,184.10 | 3,918 | \$3,628.23 | 78,698 | \$5,154.28 | \$3,618.00 | \$629.00 | \$550.00 | \$20,764.00 | \$1,133.00 | 5.77% | \$20,763.61 \$0.39 |
| Clinton Township PLD (CT) | \$7,187.00 | 14,270 | \$1,033.41 | 581 | \$538.03 | 15,099 | \$988.88 | \$3,618.00 | \$629.00 | \$550.00 | \$7,357.00 | \$170.00 | 2.37% | \$7,357.32 (\$0.32) |
| Coal City PL (CC) | \$18,279.00 | 82,330 | \$5,962.35 | 4,280 | \$3,963.15 | 71,063 | \$4,654.27 | \$3,618.00 | \$629.00 | \$550.00 | \$19,377.00 | \$1,098.00 | 6.01% | \$19,376.77 \$0.23 |
| Colona District Library (CL) | \$9,734.00 | 23,506 | \$1,702.33 | 2,186 | \$2,024.63 | 25,704 | \$1,683.50 | \$3,618.00 | \$629.00 | \$550.00 | \$10,207.00 | \$473.00 | 4.86% | \$10,207.46 (\$0.46) |
| Cordova PL (CO) | \$6,668.00 | 10,198 | \$738.56 | 400 | \$370.42 | 15,996 | \$1,047.65 | \$3,618.00 | \$629.00 | \$550.00 | \$6,954.00 | \$286.00 | 4.29% | \$6,953.63 \$0.37 |
| Cortland PL (CN) | \$9,777.00 | 34,059 | \$2,466.55 | 1,034 | \$957.22 | 27,724 | \$1,815.75 | \$3,618.00 | \$629.00 | \$550.00 | \$10,037.00 | \$260.00 | 2.66% | \$10,036.52 \$0.48 |
| Creston-Dement PL (CR) | \$4,818.00 | 6,061 | \$438.91 | 275 | \$254.66 | 15,480 | \$1,013.86 | \$2,533.00 | \$441.00 | \$385.00 | \$5,066.00 | \$248.00 | 5.15% | \$5,066.43 (\$0.43) |
| DeKalb PL (DK) | \$39,311.00 | 164,957 | \$11,946.19 | 15,909 | \$14,732.08 | 151,399 | \$9,915.86 | \$3,618.00 | \$629.00 | \$550.00 | \$41,391.00 | \$2,080.00 | 5.29% | \$41,391.13 (\$0.13) |
| Earlville PL (EA) | \$5,926.00 | 14,124 | \$1,022.83 | 663 | \$613.97 | 19,681 | \$1,289.02 | \$2,533.00 | \$441.00 | \$385.00 | \$6,285.00 | \$359.00 | 6.06% | \$6,284.82 \$0.18 |
| East Dubuque PL (EP) | \$8,101.00 | 17,135 | \$1,240.91 | 990 | \$917.09 | 23,220 | \$1,520.81 | \$3,618.00 | \$629.00 | \$550.00 | \$8,476.00 | \$375.00 | 4.63% | \$8,475.81 \$0.19 |
| East Moline PL (EM) | \$17,563.00 | 60,325 | \$4,368.75 | 5,471 | \$5,066.68 | 62,091 | \$4,066.63 | \$3,618.00 | \$629.00 | \$550.00 | \$18,299.00 | \$736.00 | 4.19% | \$18,299.07 (\$0.07) |
| Elizabeth TL (EL) | \$6,109.00 | 5,414 | \$392.08 | 352 | \$325.97 | 13,899 | \$910.29 | \$3,618.00 | \$629.00 | \$550.00 | \$6,425.00 | \$316.00 | 5.17% | \$6,425.34 (\$0.34) |
| Ella Johnson Memorial PL (EJ) | \$19,835.00 | 86,380 | \$6,255.63 | 7,013 | \$6,494.63 | 57,212 | \$3,747.09 | \$3,618.00 | \$629.00 | \$550.00 | \$21,294.00 | \$1,459.00 | 7.36% | \$21,294.35 (\$0.35) |
| Erie PL (ER) | \$7,422.00 | 10,718 | \$776.22 | 751 | \$695.15 | 24,118 | \$1,579.58 | \$3,618.00 | \$629.00 | \$550.00 | \$7,848.00 | \$426.00 | 5.74% | \$7,847.95 \$0.05 |
| Flagg-Rochelle PLD (FL) | \$12,674.00 | 30,838 | \$2,233.31 | 3,524 | \$3,263.06 | 44,845 | \$2,937.11 | \$3,618.00 | \$629.00 | \$550.00 | \$13,230.00 | \$556.00 | 4.39% | \$13,230.48 (\$0.48) |
| Fossil Ridge PL (Braidwood) (FR) | \$14,013.00 | 45,694 | \$3,309.18 | 3,999 | \$3,703.24 | 42,325 | \$2,772.09 | \$3,618.00 | \$629.00 | \$550.00 | \$14,582.00 | \$569.00 | 4.06% | \$14,581.50 \$0.50 |
| Franklin Grove PLD (FG) | \$6,555.00 | 8,047 | \$582.74 | 383 | \$354.98 | 18,169 | \$1,189.97 | \$3,618.00 | \$629.00 | \$550.00 | \$6,925.00 | \$370.00 | 5.64% | \$6,924.69 \$0.31 |
| Freeport PLD (FP) | \$26,344.00 | 92,465 | \$6,696.33 | 8,183 | \$7,577.79 | 115,895 | \$7,590.51 | \$3,618.00 | \$629.00 | \$550.00 | \$26,662.00 | \$318.00 | 1.21% | \$26,661.63 \$0.37 |
| Galena PLD (GA) | \$9,532.00 | 31,690 | \$2,294.99 | 1,468 | \$1,359.74 | 24,989 | \$1,636.67 | \$3,618.00 | \$629.00 | \$550.00 | \$10,088.00 | \$556.00 | 5.83% | \$10,088.39 (\$0.39) |
| Geneseo PL (GP) | \$16,854.00 | 58,823 | \$4,259.93 | 4,020 | \$3,722.99 | 69,008 | \$4,519.66 | \$3,618.00 | \$629.00 | \$550.00 | \$17,300.00 | \$446.00 | 2.65% | \$17,299.58 \$0.42 |
| Genoa PL (GE) | \$8,831.00 | 22,725 | \$1,645.72 | 1,338 | \$1,238.73 | 23,352 | \$1,529.46 | \$3,618.00 | \$629.00 | \$550.00 | \$9,211.00 | \$380.00 | 4.30% | \$9,210.91 \$0.09 |
| Grant Park PL (GR) | \$4,220.00 | 3,345 | \$242.24 | 232 | \$215.15 | 9,673 | \$633.53 | \$2,533.00 | \$441.00 | \$385.00 | \$4,450.00 | \$230.00 | 5.45% | \$4,449.93 \$0.07 |
| Graves-Hume PL (Mendota) (GV) | \$10,625.00 | 29,601 | \$2,143.68 | 1,951 | \$1,806.71 | 36,189 | \$2,370.17 | \$3,618.00 | \$629.00 | \$550.00 | \$11,118.00 | \$493.00 | 4.64% | \$11,117.55 \$0.45 |
| Hanover TL (HN) | \$4,444.00 | 4,082 | \$295.62 | 280 | \$258.98 | 10,135 | \$663.79 | \$2,533.00 | \$441.00 | \$385.00 | \$4,577.00 | \$133.00 | 2.99% | \$4,577.39 (\$0.39) |
| Harvard Diggins PL (HR) | \$12,437.00 | 27,458 | \$1,988.51 | 2,868 | \$2,655.89 | 50,743 | \$3,323.42 | \$3,618.00 | \$629.00 | \$550.00 | \$12,765.00 | \$328.00 | 2.64% | \$12,764.81 \$0.19 |
| Henry C Adams ML (HE) | \$4,993.00 | 5,127 | \$371.27 | 652 | \$603.78 | 14,406 | \$943.52 | \$2,533.00 | \$441.00 | \$385.00 | \$5,278.00 | \$285.00 | 5.71% | \$5,277.57 \$0.43 |
| Highland Community College (HC) | \$9,191.00 | 4,039 | \$292.50 | 1,160 | \$1,074.52 | 51,087 | \$3,345.95 | \$3,618.00 | \$629.00 | \$550.00 | \$9,510.00 | \$319.00 | 3.47% | \$9,509.97 \$0.03 |
| Hinckley PLD (HK) | \$8,034.00 | 20,903 | \$1,513.82 | 895 | \$829.12 | 20,183 | \$1,321.90 | \$3,618.00 | \$629.00 | \$550.00 | \$8,462.00 | \$428.00 | 5.33% | \$8,461.83 \$0.17 |
| Homer PL (HD) | \$30,104.00 | 126,546 | \$9,164.47 | 14,311 | \$13,252.88 | 95,111 | \$6,229.29 | \$3,618.00 | \$629.00 | \$550.00 | \$33,444.00 | \$3,340.00 | 11.09% | \$33,443.64 \$0.36 |
| Ida PL (Belvedere) (BL) | \$22,192.00 | 82,959 | \$6,007.91 | 8,714 | \$8,069.52 | 73,272 | \$4,798.95 | \$3,618.00 | \$629.00 | \$550.00 | \$23,673.00 | \$1,481.00 | 6.67% | \$23,673.38 (\$0.38) |
| Johnsburg PL (JO) | \$13,150.00 | 38,188 | \$2,765.59 | 3,387 | \$3,136.81 | 47,527 | \$3,112.75 | \$3,618.00 | \$629.00 | \$550.00 | \$13,812.00 | \$662.00 | 5.03% | \$13,812.15 (\$0.15) |
| Joliet Township HS (JC) | \$12,352.00 | 12,317 | \$892.00 | 6,779 | \$6,277.63 | 19,711 | \$1,290.94 | \$3,618.00 | \$629.00 | \$550.00 | \$13,258.00 | \$906.00 | 7.33% | \$13,257.57 \$0.43 |
| Julia Hull PL (Stillman Valley) (JH) | \$10,569.00 | 35,601 | \$2,578.22 | 1,821 | \$1,686.32 | 32,152 | \$2,105.81 | \$3,618.00 | \$629.00 | \$550.00 | \$11,167.00 | \$598.00 | 5.66% | \$11,167.35 (\$0.35) |
| Kankakee PL (KK) | \$18,829.00 | 47,395 | \$3,432.32 | 5,389 | \$4,990.74 | 81,957 | \$5,367.77 | \$3,618.00 | \$629.00 | \$550.00 | \$18,588.00 | -\$241.00 | -1.28% | \$18,587.83 \$0.17 |
| LaSalle PL (LS) | \$12,601.00 | 24,026 | \$1,739.94 | 2,427 | \$2,247.50 | 61,043 | \$3,997.97 | \$3,618.00 | \$629.00 | \$550.00 | \$12,782.00 | \$181.00 | 1.44% | \$12,782.41 (\$0.41) |
| Lena CL (LE) | \$7,679.00 | 21,671 | \$1,569.39 | 876 | \$811.21 | 17,324 | \$1,134.65 | \$3,618.00 | \$629.00 | \$550.00 | \$8,312.00 | \$633.00 | 8.24% | \$8,312.25 (\$0.25) |
| Limestone PL (LI) | \$8,278.00 | 15,059 | \$1,090.57 | 1,493 | \$1,382.58 | 23,828 | \$1,560.61 | \$3,618.00 | \$629.00 | \$550.00 | \$8,831.00 | \$553.00 | 6.68% | \$8,830.76 \$0.24 |
| Lostant Community Public | \$3,936.00 | 720 | \$52.14 | 64 | \$59.27 | 6,819 | \$446.61 | \$2,533.00 | \$441.00 | \$385.00 | \$3,917.00 | -\$19.00 | -0.48% | \$3,917.02 (\$0.02) |
| Malta Township PL (ML) | \$6,359.00 | 7,362 | \$533.13 | 499 | \$461.79 | 13,142 | \$860.75 | \$3,618.00 | \$629.00 | \$550.00 | \$6,653.00 | \$294.00 | 4.62% | \$6,652.67 \$0.33 |
| Manhattan PL (MT) | \$18,272.00 | 85,168 | \$6,167.86 | 6,201 | \$5,742.07 | 53,559 | \$3,507.85 | \$3,618.00 | \$629.00 | \$550.00 | \$20,215.00 | \$1,943.00 | 10.63% | \$20,214.78 \$0.22 |
| Manteno PL (MN) | \$15,614.00 | 51,861 | \$3,755.79 | 3,759 | \$3,480.68 | 60,929 | \$3,990.51 | \$3,618.00 | \$629.00 | \$550.00 | \$16,024.00 | \$410.00 | 2.63% | \$16,023.98 \$0.02 |
| Maple Park PL (MP) | \$5,889.00 | 4,016 | \$290.86 | 372 | \$344.18 | 11,605 | \$760.04 | \$3,618.00 | \$629.00 | \$550.00 | \$6,192.00 | \$303.00 | 5.15% | \$6,192.09 (\$0.09) |
| Marengo-Union | \$16,931.00 | 60,834 | \$4,405.57 | 4,160 | \$3,852.64 | 62,064 | \$4,064.89 | \$3,618.00 | \$629.00 | \$550.00 | \$17,120.00 | \$189.00 | 1.12% | \$17,120.09 (\$0.09) |
| Marseilles PL (MB) | \$6,219.00 | 12,208 | \$884.13 | 684 | \$633.41 | 25,856 | \$1,693.43 | \$2,533.00 | \$441.00 | \$385.00 | \$6,570.00 | \$351.00 | 5.64% | \$6,569.97 \$0.03 |
| Meridian Schools (Stillman Valley) (MS) | \$10,624.00 | 32,242 | \$2,334.94 | 1,798 | \$1,665.02 | 37,449 | \$2,452.69 | \$3,618.00 | \$629.00 | \$550.00 | \$11,250.00 | \$626.00 | 5.89% | \$11,249.65 \$0.35 |
| Mokena PL (MK) | \$22,316.00 | 84,305 | \$6,105.36 | 7,340 | \$6,797.14 | 82,012 | \$5,371.38 | \$3,618.00 | \$629.00 | \$550.00 | \$23,071.00 | \$755.00 | 3.38% | \$23,070.87 \$0.13 |
| Moline PL (MX) | \$41,975.00 | 182,489 | \$13,215.86 | 15,200 | \$14,075.82 | 187,050 | \$12,250.77 | \$3,618.00 | \$629.00 | \$550.00 | \$44,339.00 | \$2,364.00 | 5.63% | \$44,339.45 (\$0.45) |
| Morris Area PL (MR) | \$17,491.00 | 66,678 | \$4,828.84 | 5,804 | \$5,375.05 | 47,339 | \$3,100.43 | \$3,618.00 | \$629.00 | \$550.00 | \$18,101.00 | \$610.00 | 3.49% | \$18,101.32 (\$0.32) |
| Mt. Carroll (MO) | \$5,781.00 | 1,639 | \$118.70 | 778 | \$720.46 | 11,399 | \$746.57 | \$2,533.00 | \$441.00 | \$385.00 | \$4,945.00 | -\$836.00 | -14.46% | \$4,944.73 \$0.27 |
| Mt. Morris PL (MM) | \$6,501.00 | 12,846 | \$930.31 | 802 | \$742.38 | 25,465 | \$1,667.85 | \$2,533.00 | \$441.00 | \$385.00 | \$6,700.00 | \$199.00 | 3.06% | \$6,699.53 \$0.47 |
| New Lenox PL (NL) | \$36,663.00 | 183,722 | \$13,305.13 | 12,743 | \$11,800.23 | 142,827 | \$9,354.42 | \$3,618.00 | \$629.00 | \$550.00 | \$39,257.00 | \$2,594.00 | 7.08% | \$39,256.77 \$0.23 |
| Nippersink PL (KR) | \$13,288.00 | 46,112 | \$3,339.43 | 2,897 | \$2,682.74 | 50,592 | \$3,313.49 | \$3,618.00 | \$629.00 | \$550.00 | \$14,133.00 | \$845.00 | 6.36% | \$14,132.65 \$0.35 |
| North Chicago (NC) | \$12,324.00 | 6,429 | \$465.59 | 3,056 | \$2,829.98 | 52,879 | \$3,463.30 | \$3,618.00 | \$629.00 | \$550.00 | \$11,556.00 | -\$768.00 | -6.23% | \$11,555.86 \$0.14 |
| North Suburban LD (LP) | \$57,696.00 | 273,977 | \$19,841.38 | 19,225 | \$17,803.44 | 286,610 | \$18,771.45 | \$3,618.00 | \$629.00 | \$550.00 | \$61,213.00 | \$3,517.00 | 6.10% | \$61,213.27 (\$0.27) |
| Odell PL (OD) | \$9,340.00 | 23,914 | \$1,731.82 | 1,296 | \$1,199.84 | 33,001 | \$2,161.41 | \$3,618.00 | \$629.00 | \$550.00 | \$9,890.00 | \$550.00 | 5.89% | \$9,890.08 (\$0.08) |
| Oglesby PL (OG) | \$7,744.00 | 14,358 | \$1,039.78 | 1,062 | \$983.76 | 18,620 | \$1,219.53 | \$2,533.00 | \$441.00 | \$385.00 | \$6,602.00 | -\$1,142.00 | -14.75% | \$6,602.08 (\$0.08) |
| Oregon PLD (OR) | \$9,370.00 | 28,452 | \$2,060.49 | 1,81 | | | | | | | | | | |

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|--|----------------|-----------|--------------|---------|--------------|-----------|--------------|----------------|-------------|-------------|----------------|-------------|-------|----------------|----------|
| Pecatonica PL (PT) | \$8,137.00 | 22,584 | \$1,635.51 | 1,173 | \$1,086.25 | 17,265 | \$1,130.77 | \$3,618.00 | \$629.00 | \$550.00 | \$8,650.00 | \$513.00 | 6.30% | \$8,649.52 | \$0.48 |
| Peotone PL (PE) | \$14,853.00 | 45,503 | \$3,295.32 | 3,689 | \$3,416.47 | 61,489 | \$4,027.18 | \$3,618.00 | \$629.00 | \$550.00 | \$15,536.00 | \$683.00 | 4.60% | \$15,535.98 | \$0.02 |
| Peru PL (PU) | \$13,060.00 | 49,212 | \$3,563.93 | 2,760 | \$2,556.18 | 39,560 | \$2,590.99 | \$3,618.00 | \$629.00 | \$550.00 | \$13,508.00 | \$448.00 | 3.43% | \$13,508.10 | (\$0.10) |
| Plano Community PL (PD) | \$16,309.00 | 59,890 | \$4,337.25 | 4,752 | \$4,400.85 | 57,650 | \$3,775.77 | \$3,618.00 | \$629.00 | \$550.00 | \$17,311.00 | \$1,002.00 | 6.14% | \$17,310.88 | \$0.12 |
| Plano CUSD (PX) | \$11,263.00 | 20,282 | \$1,468.82 | 3,116 | \$2,885.23 | 34,482 | \$2,258.39 | \$3,618.00 | \$629.00 | \$550.00 | \$11,409.00 | \$146.00 | 1.30% | \$11,409.44 | (\$0.44) |
| Polo PLD (PO) | \$6,054.00 | 13,553 | \$981.48 | 1,191 | \$1,102.91 | 14,342 | \$939.33 | \$2,533.00 | \$441.00 | \$385.00 | \$6,383.00 | \$329.00 | 5.43% | \$6,382.72 | \$0.28 |
| Princeton PL (PR) | \$14,497.00 | 40,345 | \$2,921.78 | 2,869 | \$2,656.50 | 75,066 | \$4,916.41 | \$3,618.00 | \$629.00 | \$550.00 | \$15,292.00 | \$795.00 | 5.48% | \$15,291.69 | \$0.31 |
| Princeton Township HS (PF) | \$4,401.00 | 2,069 | \$149.86 | 626 | \$579.39 | 6,830 | \$447.33 | \$2,533.00 | \$441.00 | \$385.00 | \$4,536.00 | \$135.00 | 3.07% | \$4,535.58 | \$0.42 |
| Prophetstown-Lyndon-Tampico Schools (TW) | \$6,746.00 | 20,538 | \$1,487.34 | 1,009 | \$934.68 | 20,857 | \$1,366.02 | \$2,533.00 | \$441.00 | \$385.00 | \$7,147.00 | \$401.00 | 5.94% | \$7,147.04 | (\$0.04) |
| Putnam County Schools (UC) | \$5,851.00 | 4,183 | \$302.96 | 520 | \$481.85 | 10,630 | \$696.21 | \$3,618.00 | \$629.00 | \$550.00 | \$6,278.00 | \$427.00 | 7.30% | \$6,278.02 | (\$0.02) |
| Putnam County PL (UE) | \$9,900.00 | 27,040 | \$1,958.23 | 1,367 | \$1,265.59 | 32,209 | \$2,109.50 | \$3,618.00 | \$629.00 | \$550.00 | \$10,130.00 | \$230.00 | 2.32% | \$10,130.32 | (\$0.32) |
| Reddick PL (Ottawa) (RL) | \$20,108.00 | 95,938 | \$6,947.82 | 4,904 | \$4,541.30 | 64,437 | \$4,220.28 | \$3,618.00 | \$629.00 | \$550.00 | \$20,506.00 | \$398.00 | 1.98% | \$20,506.41 | (\$0.41) |
| Richard A Mautino PL (MA) | \$7,592.00 | 14,458 | \$1,047.02 | 1,168 | \$1,081.92 | 33,599 | \$2,200.58 | \$2,533.00 | \$441.00 | \$385.00 | \$7,689.00 | \$97.00 | 1.28% | \$7,688.53 | \$0.47 |
| River Valley DL (RD) | \$11,507.00 | 40,253 | \$2,915.09 | 1,614 | \$1,494.63 | 42,490 | \$2,782.85 | \$3,618.00 | \$629.00 | \$550.00 | \$11,990.00 | \$483.00 | 4.20% | \$11,989.57 | \$0.43 |
| Robert R Jones DL (CV) | \$10,711.00 | 21,718 | \$1,572.82 | 2,227 | \$2,061.98 | 40,600 | \$2,659.09 | \$3,618.00 | \$629.00 | \$550.00 | \$11,091.00 | \$380.00 | 3.55% | \$11,090.89 | \$0.11 |
| Robert Rowe PL (Sheridan) (RO) | \$7,168.00 | 11,584 | \$838.91 | 843 | \$780.65 | 17,610 | \$1,153.38 | \$3,618.00 | \$629.00 | \$550.00 | \$7,570.00 | \$402.00 | 5.61% | \$7,569.95 | \$0.05 |
| Rock Island PL (RP) | \$33,837.00 | 128,785 | \$9,326.57 | 12,721 | \$11,779.86 | 144,676 | \$9,475.50 | \$3,618.00 | \$629.00 | \$550.00 | \$35,379.00 | \$1,542.00 | 4.56% | \$35,378.92 | \$0.08 |
| Rockford University (RU) | \$14,138.00 | 1,339 | \$96.95 | 1,198 | \$1,109.09 | 134,881 | \$8,834.00 | \$3,618.00 | \$629.00 | \$550.00 | \$14,837.00 | \$699.00 | 4.94% | \$14,837.03 | (\$0.03) |
| Sandwich PLD (SA) | \$11,379.00 | 27,873 | \$2,018.54 | 2,613 | \$2,419.44 | 38,985 | \$2,553.31 | \$3,618.00 | \$629.00 | \$550.00 | \$11,788.00 | \$409.00 | 3.59% | \$11,788.28 | (\$0.28) |
| Schmaling ML (SC) | \$6,749.00 | 19,627 | \$1,421.41 | 853 | \$790.22 | 25,386 | \$1,662.65 | \$2,533.00 | \$441.00 | \$385.00 | \$7,233.00 | \$484.00 | 7.17% | \$7,233.28 | (\$0.28) |
| Seneca PL (SE) | \$11,231.00 | 16,185 | \$1,172.14 | 1,528 | \$1,414.68 | 67,617 | \$4,428.58 | \$3,618.00 | \$629.00 | \$550.00 | \$11,812.00 | \$581.00 | 5.17% | \$11,812.40 | (\$0.40) |
| Serena Schools (CF) | \$5,449.00 | 9,253 | \$670.08 | 685 | \$634.34 | 17,085 | \$1,118.98 | \$2,533.00 | \$441.00 | \$385.00 | \$5,782.00 | \$333.00 | 6.11% | \$5,782.39 | (\$0.39) |
| Sherrard PL (SD) | \$9,779.00 | 33,880 | \$2,453.59 | 1,412 | \$1,307.88 | 30,018 | \$1,966.04 | \$3,618.00 | \$629.00 | \$550.00 | \$10,525.00 | \$746.00 | 7.63% | \$10,524.51 | \$0.49 |
| Silvis PL (SL) | \$10,254.00 | 28,010 | \$2,028.51 | 2,742 | \$2,539.51 | 16,508 | \$1,081.17 | \$3,618.00 | \$629.00 | \$550.00 | \$10,446.00 | \$192.00 | 1.87% | \$10,446.18 | (\$0.18) |
| Somonauk PL (SN) | \$13,167.00 | 42,091 | \$3,048.25 | 3,086 | \$2,857.76 | 45,297 | \$2,966.72 | \$3,618.00 | \$629.00 | \$550.00 | \$13,670.00 | \$503.00 | 3.82% | \$13,669.73 | \$0.27 |
| South Beloit PLD (SB) | \$8,192.00 | 17,881 | \$1,294.92 | 1,292 | \$1,196.14 | 18,651 | \$1,221.54 | \$3,618.00 | \$629.00 | \$550.00 | \$8,510.00 | \$318.00 | 3.88% | \$8,509.59 | \$0.41 |
| Stockton TL (SK) | \$5,642.00 | 10,978 | \$795.05 | 491 | \$454.99 | 18,878 | \$1,236.41 | \$2,533.00 | \$441.00 | \$385.00 | \$5,845.00 | \$203.00 | 3.60% | \$5,845.45 | (\$0.45) |
| Streator PL (SR) | \$10,831.00 | 24,070 | \$1,743.15 | 2,252 | \$2,085.14 | 41,698 | \$2,730.98 | \$3,618.00 | \$629.00 | \$550.00 | \$11,356.00 | \$525.00 | 4.85% | \$11,356.26 | (\$0.26) |
| Sycamore PL (SY) | \$24,801.00 | 138,751 | \$10,048.36 | 6,151 | \$5,695.77 | 83,899 | \$5,494.97 | \$3,618.00 | \$629.00 | \$550.00 | \$26,036.00 | \$1,235.00 | 4.98% | \$26,036.09 | (\$0.09) |
| Talcott Free PL (TF) | \$14,233.00 | 52,863 | \$3,828.33 | 3,257 | \$3,016.12 | 52,084 | \$3,411.23 | \$3,618.00 | \$629.00 | \$550.00 | \$15,053.00 | \$820.00 | 5.76% | \$15,052.68 | \$0.32 |
| Three Rivers PL (Channahon/Minooka) (TC) | \$24,827.00 | 106,343 | \$7,701.35 | 8,899 | \$8,240.84 | 82,107 | \$5,377.60 | \$3,618.00 | \$629.00 | \$550.00 | \$26,117.00 | \$1,290.00 | 5.20% | \$26,116.78 | \$0.22 |
| United Township HS (E. Moline) (UT) | \$10,048.00 | 18,396 | \$1,332.21 | 2,528 | \$2,341.34 | 34,426 | \$2,254.74 | \$3,618.00 | \$629.00 | \$550.00 | \$10,725.00 | \$677.00 | 6.74% | \$10,725.30 | (\$0.30) |
| Walnut PLD (WA) | \$4,973.00 | 7,645 | \$553.63 | 432 | \$400.05 | 12,907 | \$845.34 | \$2,533.00 | \$441.00 | \$385.00 | \$5,158.00 | \$185.00 | 3.72% | \$5,158.02 | (\$0.02) |
| Warren Township PL (WR) | \$4,929.00 | 8,792 | \$636.69 | 427 | \$395.42 | 13,005 | \$851.74 | \$2,533.00 | \$441.00 | \$385.00 | \$5,243.00 | \$314.00 | 6.37% | \$5,242.85 | \$0.15 |
| Western Dist PL (Orion) (WD) | \$7,978.00 | 17,670 | \$1,279.64 | 1,278 | \$1,183.48 | 15,287 | \$1,001.24 | \$3,618.00 | \$629.00 | \$550.00 | \$8,261.00 | \$283.00 | 3.55% | \$8,261.36 | (\$0.36) |
| Wilmington PL (WL) | \$14,236.00 | 53,996 | \$3,910.41 | 3,353 | \$3,105.02 | 47,677 | \$3,122.61 | \$3,618.00 | \$629.00 | \$550.00 | \$14,935.00 | \$699.00 | 4.91% | \$14,935.04 | (\$0.04) |
| Winnebago PL (WP) | \$13,895.00 | 34,259 | \$2,481.03 | 4,682 | \$4,335.72 | 50,894 | \$3,333.29 | \$3,618.00 | \$629.00 | \$550.00 | \$14,947.00 | \$1,052.00 | 7.57% | \$14,947.05 | (\$0.05) |
| Woodstock PL (WO) | \$37,166.00 | 164,558 | \$11,917.25 | 13,025 | \$12,061.68 | 166,904 | \$10,931.36 | \$3,618.00 | \$629.00 | \$550.00 | \$39,707.00 | \$2,541.00 | 6.84% | \$39,707.29 | (\$0.29) |
| Yorkville PL (YK) | \$20,074.00 | 79,480 | \$5,755.91 | 6,735 | \$6,237.19 | 77,604 | \$5,082.63 | \$3,618.00 | \$629.00 | \$550.00 | \$21,873.00 | \$1,799.00 | 8.96% | \$21,872.73 | \$0.27 |
| TOTALS | \$1,346,978.00 | 4,358,085 | \$315,612.01 | 340,819 | \$315,612.01 | 4,818,891 | \$315,612.01 | \$349,869.00 | \$60,839.00 | \$53,185.00 | \$1,410,729.00 | \$63,751.00 | 4.35% | \$1,410,729.04 | (\$0.04) |
| | | | | | | | | \$1,296,705.04 | | | | | | | |
| | | | | | | | | | | | | | | | |
| *Actual amount to be billed to library | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 65%/35% split | | Circs | | Users | | Items | | Per library | Reserves | Hosting | | | | | |
| Hampton School District | | 6,438 | \$466.27 | 885 | \$819.47 | 12,049 | \$789.16 | \$1,266.30 | \$220.15 | \$192.50 | \$3,753.85 | | | | |
| United Township HS | | 11,957 | \$865.94 | 1,643 | \$1,521.87 | 22,377 | \$1,465.58 | \$2,351.70 | \$408.85 | \$357.50 | \$6,971.44 | | | | |
| | | 18,396 | \$1,332.21 | 2,528 | \$2,341.34 | 34,426 | \$2,254.74 | \$3,618.00 | \$629.00 | \$550.00 | \$10,725.30 | | | | |

PrairieCat Annual Billing for Union List Members

| LLSAP Code | Agency | Phone | Staff Name | Staff Email | Base Fee FY25 | CR Contribution | Total Due | |
|------------|---|-----------------------|--------------------|---------------------------------------|---------------|-----------------|-------------|--|
| AA | Annawan-Alba Township Library | 309-935-6483 | Michele Thurston | thurstonm2003@gmail.com | \$904.50 | \$157.00 | \$1,061.50 | |
| AL | Alleman High School | 309-786-7793 | Nancy Morris | ncmorris@qconline.com | \$904.50 | \$157.00 | \$1,061.50 | |
| BC | Boylan Central Catholic High School | 815-877-1088 | Angela Long | along@boylan.org | \$904.50 | \$157.00 | \$1,061.50 | |
| BV | Bureau Valley School District 340 | 815-445-4004 | Mary Heing | mheing@bureauvalley.net | \$904.50 | \$157.00 | \$1,061.50 | |
| BF | Byron CUSD #226 | 815.234.5491 ext. 241 | Jill Smith | jsmith1@byron226.org | \$904.50 | \$157.00 | \$1,061.50 | |
| CY | Chadwick-Milledgeville C.U.S.D. #399 | 815-225-7141 x245 | Lisa Richter | lrichter@dist399.net | \$904.50 | \$157.00 | \$1,061.50 | |
| DB | Dakota C.U.S.D. #201 | 815-449-2812 x184 | Michele Shippy | mshippy@dakota201.com | \$904.50 | \$157.00 | \$1,061.50 | |
| EO | Eastland C.U.S.D. #308 | 815-493-6341 | Erin Cox (formerly | ecox@eastland308.com | \$904.50 | \$157.00 | \$1,061.50 | |
| FO | Forreston Public Library | 815-938-2624 | Julie Voss | forrestonpubliclibrary@gmail.com | \$904.50 | \$157.00 | \$1,061.50 | |
| GK | Genoa-Kingston C.U.S.D. #424 | 815-784-5111 x1140 | Tara Wilkins | twilkins@gkschools.org | \$904.50 | \$157.00 | \$1,061.50 | |
| GL | Galena Unit S.D. #120 | 815-777-0917 | Anne Huber | huberan@gusd120.k12.il.us | \$904.50 | \$157.00 | \$1,061.50 | |
| HI | Moore Memorial Library District | 309-658-2666 | Carrie Wisley | library.hillsdale@gmail.com | \$904.50 | \$157.00 | \$1,061.50 | |
| HW | Hiawatha C.U.S.D. #426 | 815-522-3335 x24 or | Angie Messenger | angela.messenger@hiawatha426.org | \$904.50 | \$157.00 | \$1,061.50 | |
| KI | Kirkland Public Library | 815-522-6260 | Linda Fett | kirklandlib@hotmail.com | \$904.50 | \$157.00 | \$1,061.50 | |
| LN | Lanark Public Library | 815-493-2166 | Janie Dollinger | lanarklibrary1@gmail.com | \$904.50 | \$157.00 | \$1,061.50 | |
| MG | Mineral Gold Public Library District | 309-288-3971 | Connie Baele | minerallibrary@mchsi.com | \$904.50 | \$157.00 | \$1,061.50 | |
| MI | Mills & Petrie Memorial Library | 815-453-2213 | Linda Dallam | library@ashtonusa.com | \$904.50 | \$157.00 | \$1,061.50 | |
| MV | Moline School District #40 | 309-743-8902 | Carolyn Mesick | cmesick@molineschools.org | \$904.50 | \$157.00 | \$1,061.50 | |
| MY | Mazon-Verona-Kinsman Elementary SD | 815-448-2127 | Ralph Rowe, Jr. | rrowejr@mykvmavericks.org | \$904.50 | \$157.00 | \$1,061.50 | |
| PB | Polo C.U.S.D. #222 | 815-946-3314 | Carrie Ukena | c.ukena@poloschools.net | \$904.50 | \$157.00 | \$1,061.50 | |
| PK | Pankhurst Memorial Library | 815-887-3925 | Emily Goff | pmlamboy@gmail.com | \$904.50 | \$157.00 | \$1,061.50 | |
| PL | Pearl City C.U.S.D. #200 | 815-443-2715 | Randy Welp | rwelp@pcwolves.net | \$904.50 | \$157.00 | \$1,061.50 | |
| PS | Pecatonica C.U.S.D. #321 | 815-239-2611x1330 | Brenda Townsend | brendatownsend@pecschools.com | \$904.50 | \$157.00 | \$1,061.50 | |
| RA | Raymond A. Sapp Memorial Library | 815-699-2342 | Vanessa Zimmerlein | rasapplib@gmail.com | \$904.50 | \$157.00 | \$1,061.50 | |
| RH | River Bend Community Unit School District 2 | 815-589-3511 | Amy Heyvaert | aheyvaert@riverbendschools.net | \$904.50 | \$157.00 | \$1,061.50 | |
| RI | Rock Island School District #41 | 309-793-5950 ex.1139 | Mary Mendelin | mary.mendelin@rimsd41.org | \$904.50 | \$157.00 | \$1,061.50 | |
| RV | River Ridge C.U.S.D. #210 | 815-858-9005 x320 | Judy Tippet | jtippet@riverridge210.org | \$904.50 | \$157.00 | \$1,061.50 | |
| RW | Rochelle Twp. H.S. Dist. #212 | 815-562-4161 x4112 | Ann Marie Jinkins | ajinkins@rthsd212.org | \$904.50 | \$157.00 | \$1,061.50 | |
| RY | Rockridge School District #300 | 309-795-1736 | Jacqy Peterson | jpeterson@rr300.org | \$904.50 | \$157.00 | \$1,061.50 | |
| SH | Sheffield Public Library | 815-454-2628 | Sue Lanxon | sheffieldlib@yahoo.com | \$904.50 | \$157.00 | \$1,061.50 | |
| SM | Scales Mound C.U.S.D. #211 | 815-845-2215x320 | Hannah Wiegel | hannahwiegel@scalesmound.net | \$904.50 | \$157.00 | \$1,061.50 | |
| TR | Trinity Medical Center | 309-779-2603 | Amanda Smolenski | amanda.smolenski@trinitycollegeqc.edu | \$904.50 | \$157.00 | \$1,061.50 | |
| WC | Warren C.U.S.D. #205 | 815-745-2641 | Sarah Harbach | sarah.harbach@205warren.net | \$904.50 | \$157.00 | \$1,061.50 | |
| WN | Winnebago C.U.S.D. #323 | 815-335-2336 x117 | Staci Thompson | ThompsonS@winnebagoschools.org | \$904.50 | \$157.00 | \$1,061.50 | |
| YT | York Township Public Library | 815-259-2480 | Deeann Kramer | director@thomsonlibrary.org | \$904.50 | \$157.00 | \$1,061.50 | |
| | | | | | \$31,658 | \$5,495 | \$37,152.50 | |



Date: 3/21/2024

To: PrairieCat Finance Committee

From: Carolyn Coulter, Director

Re: Staff Benchmarking and salary plan

Summary:

Below is the final Benchmarking study done for PrairieCat by HRSource. As you can see, we have some staff members below midpoint on the salary range, and two staff members that are at or below the minimum of their ranges.

PrairieCat staff met with Rene Leyva, representative from the Finance Committee, and discussed how to best address salary adjustments considering the study results. The decision from this group was to move forward with bringing the two staff members who were at or below the minimum of their paygrade to $\frac{1}{2}$ way between minimum and midpoint in FY25. All other staff members were either over or at $\frac{1}{2}$ way between minimum and midpoint of their paygrade with the FY25 budget COLA adjustments and merit increases. One other staff member was also adjusted up to the same pay level as the two that were raised, as well. Even though this staff member is a lower grade, the staff member has more seniority, and it was deemed appropriate to bring them up to the same level.

In FY26, all staff members that are below midpoint of their paygrade will then be brought up to midpoint. The attached spreadsheet reflects the approximate cost over and above the costs of regular COLA and merit increases that this would entail. This assumes a 3% COLA increase in FY26, and a 2.5% increase to the pay scale.



Market Benchmarking & Compensation Structure Development Project

PrairieCat
February 2024

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP
Senior Compensation Survey Analyst



PrairieCat

Market Benchmarking & Compensation Structure Development Project

February 2024

| | |
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| Sample Compensation Philosophy and Policy | Tab 6 |



PrairieCat

Market Benchmarking & Compensation Structure Development Final Project Report

**Prepared February 2024
Data Trended for Implementation July 1, 2024**

**Prepared by:
HR Source
3025 Highland Parkway, Suite 225
Downers Grove, Illinois 60515
(630) 963-7600
www.hrsource.org**

Project Scope

HR Source was engaged to conduct a Market Benchmarking & Compensation Structure Development Project for PrairieCat.

The study included:

- Base pay market benchmarking for 11 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 employees who are out of range
- FLSA analysis to determine the correct exempt/non-exempt classification of each position

Market Benchmarking

Job descriptions from PrairieCat were reviewed by HR Source and used to benchmark PrairieCat positions to current, valid, and reliable compensation survey data. During this analysis, particular attention was paid to the requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties being performed by each job.

As directed by PrairieCat, the compensation analyst benchmarked jobs found in libraries to library data only (comparable organizations by budget and size). Jobs that could extend outside of the library industry were benchmarked using 50% library data, 25% other non-profit data, and 25% for-profit data. When possible, data was collected from multiple surveys.

The following surveys were utilized in this study:

- A. HR Source 2023 Library Survey
- B. HR Source 2024 Illinois Non-Profit Survey
- C. HR Source 2023 Metro Chicago Compensation Survey
- D. Employer Associations of America 2023 National IT & Engineering Survey
- E. Economic Research Institute (ERI) Online Salary Assessor

To allow for varied survey sources and job responsibilities, data was given appropriate weightings as determined by the analyst and PrairieCat management. In some cases, survey data was blended to encompass all job responsibilities.

All data has been trended to July 1, 2024. All references to annual salaries within this project reflect a 37.5-hour standard workweek (1,950 hours per year). Hourly rates are also included, and useful when determining pay for non-exempt employees.

Compensation Structure Development

Once all positions were benchmarked, a market-based compensation structure was created for PrairieCat. This was done using single linear regression analysis. During this process, a straight line of best fit was calculated using the newly collected survey data points.

As a result, HR Source calculated a compensation structure that includes eight pay grades. Following best practices, there is a constant midpoint to midpoint progression of 9.33% between the pay grades. To provide flexibility when making individual pay decisions, pay range minimum and maximum values have been set at 20% below and 20% above the midpoints.

PrairieCat positions were assigned to a pay grade based on the survey data compiled for each position. This was done by identifying the pay grade midpoint that most closely aligned with the market rate for each job.

The pay grade structure for PrairieCat has three pay grades that are empty. These grades will remain on the structure to potentially accommodate any non-benchmarked positions, in case positions are restructured, need to be reanalyzed, or if new positions are created.

Payroll Analysis Outcomes

As part of this project, a payroll analysis report was compiled. Employee rates of pay were compared to their respective pay range minimum, midpoint, and maximum values.

Information from the Payroll Analysis Report is summarized in the following table.

| <u>COMPETITIVE POSITION</u> | <u># OF EMPS</u> | <u>ANNUAL COST</u> |
|--|-----------------------------|-------------------------------|
| Under Range Minimum | 1 | \$633 |
| Under Range Midpoint | 9 | \$50,387 |
| Over Range Midpoint | 2 | \$13,543 |
| Over Range Maximum | 0 | \$0 |

The Payroll Analysis Report also includes compa-ratio calculations. Compa-ratio is calculated by comparing an employee's annual salary to the midpoint of their pay range. Compa-ratios reveal how far an employee's pay deviates from midpoint of their range. If an employee has a compa-ratio of 100%, they would be considered right "at market." The overall average compa-ratio for PrairieCat is 95%. This indicates that when employee pay rates were compared against the market-based pay grade structure, employee pay rates, collectively, lag the structure by 5%.

Individual compa-ratio figures range from 78.9% to 119.0%. To ensure all employees are paid within range, compa-ratio figures should fall between 80% and 120%.

Implementation

PrairieCat is encouraged to make implementation plans to correct any inequities that exist and ensure proper plan administration going forward.

As a result of this project, it was discovered that one employee has a pay rate that falls below the minimum value of their new grade. It is strongly recommended this pay rate is increased as soon as possible to ensure all employees are paid within the newly created pay ranges.

Once this adjustment is made, PrairieCat should then focus on the appropriateness of each employee's pay rate relative to their new pay range. Although the project outcomes show an overall compa-ratio of 95%, there may be employees that are inappropriately low or high in their pay range, when considering their job performance, skills, experience and/or tenure. To pay competitively, PrairieCat should consider giving market adjustments to employees who need an increase. Depending on the financial resources required to make the necessary adjustments, PrairieCat may consider issuing market-based pay adjustments over a one-, two-, or three-year period.

Fair Labor Standards Act (FLSA) Analysis

This project also included an FLSA analysis. The exemption status of each position was evaluated based on information contained in the job description. The exemption status of each position is noted within this report. Positions with a FLSA code of "E" were determined to be exempt and positions with a "NE" were determined to be non-exempt, according to the Fair Labor Standards Act (FLSA), and current Illinois wage and hour laws.

Communication

This benchmarking project gives PrairieCat a solid foundation for explaining changes to the compensation program. To assist with internal communication and documentation, a sample *Compensation Philosophy and Policy* has been included with this project.

Plan Maintenance

HR Source staff are available to assist with questions that may arise during plan implementation and administration. We will continue to be vitally interested in the continued effectiveness of this project.

Going forward, all pay ranges must be updated annually to stay aligned with the market and compliant with minimum wage. Specifically, the following maintenance schedule should be followed:

- **July 1, 2025**
 - This is the first anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source for annual structure adjustment figure recommendations and instructions.
- **July 1, 2026**
 - This is the second anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source prior to this date for structure adjustment figure recommendations and instructions.
- **July 1, 2027**
 - This is the third anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market.
 - Contact HR Source prior to this date for structure adjustment figure recommendations and instructions, as well as pricing and timing of your 2028 compensation refresh project.

PrairieCat is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

PrairieCat
Market Benchmarking Spreadsheet
Effective: July 1, 2024

| New Pay Grade | FLSA | Position Title | Survey | Survey Job Code | Survey Description | Survey Base Pay | Aged Survey Data 7/1/2024 | Weight | Composite Base Pay 40 Hours | Workweek Adjustment 37.5 Hours | Hourly Rate Equivalent |
|---------------|------|-------------------------------------|--------|-----------------|---|-----------------|---------------------------|--------|-----------------------------|--------------------------------|------------------------|
| 8 | E | Systems Supervisor | A | 34 | Information Technology (IT) Manager, All Libraries | \$90,272 | \$95,207 | 50.00% | \$90,348 | \$84,701 | \$43.44 |
| | | | C | 303.296 | Network Systems Administrator II, Services-Non-Profit, Educational, Social & Health | \$75,703 | \$79,841 | 25.00% | | | |
| | | | D | 11187 | Senior Systems Administrator, Total Responses; adjusted for Bolingbrook | \$86,878 | \$91,135 | 25.00% | | | |
| 7 | E | Database Administrator | A | 35 | Systems Administrator, All Libraries Combined | \$72,467 | \$76,429 | 50.00% | \$80,058 | \$75,054 | \$38.49 |
| | | | B | 24 | Database Administrator, Employment Size Less than 50 | \$77,565 | \$79,569 | 25.00% | | | |
| | | | C | 303.347 | Database Administrator, Total Responses | \$83,255 | \$87,806 | 25.00% | | | |
| 7 | E | Library Services Supervisor | A | 6 | Technical Services Department Head, All Libraries Combined | \$75,088 | \$79,193 | 20.00% | \$79,885 | \$74,892 | \$38.41 |
| | | | A | 35 | Systems Administrator, All Libraries Combined | \$72,467 | \$76,429 | 40.00% | | | |
| | | | B | 24 | Database Administrator, Employment Size Less than 50 | \$77,565 | \$79,569 | 20.00% | | | |
| | | | C | 303.347 | Database Administrator, Total Responses | \$83,255 | \$87,806 | 20.00% | | | |
| 7 | E | Member Services Administrator | D | 11265 | Technology Trainer, Not-for-Profit; adjusted for Bolingbrook | \$76,251 | \$79,809 | 25.00% | \$78,871 | \$73,941 | \$37.92 |
| | | | D | 11265 | Technology Trainer, Total Responses; adjusted for Bolingbrook | \$83,036 | \$86,911 | 25.00% | | | |
| | | | E | | Technical Trainer, Bolingbrook, SIC 8231, Budget \$2 Million | \$74,381 | \$74,381 | 50.00% | | | |
| 7 | E | Systems Administrator | A | 35 | Systems Administrator, All Libraries Combined | \$72,467 | \$76,429 | 50.00% | \$78,082 | \$73,201 | \$37.54 |
| | | | C | 303.312 | Network Systems Administrator I, Total Responses | \$76,054 | \$80,212 | 25.00% | | | |
| | | | E | | Systems Administrator, Bolingbrook, Not-for-Profit, Budget \$2 Million, 3 Years | \$79,257 | \$79,257 | 25.00% | | | |
| 5 | E | Circulation and Data Coordinator | A | 64 | Technical Services Assistant Department Head, All Libraries Combined | \$63,877 | \$67,369 | 75.00% | \$67,302 | \$63,096 | \$32.36 |
| | | | E | | Client Onboarding Manager, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years | \$67,103 | \$67,103 | 25.00% | | | |
| 5 | E | Cataloging and Database Coordinator | A | 38 | Cataloger, All Libraries Combined | \$55,016 | \$58,024 | 37.50% | \$66,261 | \$62,120 | \$31.86 |
| | | | E | | Catalog Librarian, Bolingbrook, SIC 8231, Budget \$2 Million | \$65,535 | \$65,535 | 37.50% | | | |
| | | | E | | Integration Project Manager, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years | \$79,706 | \$79,706 | 25.00% | | | |

PrairieCat
Market Benchmarking Spreadsheet
Effective: July 1, 2024

| New Pay Grade | FLSA | Position Title | Survey | Survey Job Code | Survey Description | Survey Base Pay | Aged Survey Data 7/1/2024 | Weight | Composite Base Pay 40 Hours | Workweek Adjustment 37.5 Hours | Hourly Rate Equivalent |
|---------------|------|---|--------|-----------------|---|-----------------|---------------------------|--------|-----------------------------|--------------------------------|------------------------|
| 5 | E | Library Systems and Data Coordinator | A | 64 | Technical Services Assistant Department Head, All Libraries | \$63,877 | \$67,369 | 50.00% | \$65,407 | \$61,319 | \$31.45 |
| | | | E | | Client Onboarding Manager, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years | \$67,103 | \$67,103 | 25.00% | | | |
| | | | E | | Technical Training Instructor, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years | \$59,789 | \$59,789 | 25.00% | | | |
| 4 | NE | Human Resources and Business Office Coordinator | A | 69 | Human Resources Generalist, All Libraries Combined | \$62,254 | \$65,990 | 20.00% | \$59,100 | \$55,407 | \$28.41 |
| | | | B | 72 | Human Resources Generalist, Employment Size Less than 50 | \$66,329 | \$67,987 | 10.00% | | | |
| | | | C | 306.175 | Human Resources Generalist, Employment Size Less than 50 | \$66,451 | \$69,995 | 10.00% | | | |
| | | | A | 21 | Human Resources Assistant, All Libraries Combined | \$50,149 | \$53,158 | 20.00% | | | |
| | | | B | 73 | Human Resources Assistant, Total Responses | \$53,903 | \$55,251 | 10.00% | | | |
| | | | C | 206.077 | Human Resources Assistant II, Employment Size Less than 50 | \$56,880 | \$59,914 | 10.00% | | | |
| | | | A | 19 | Administrative Assistant, All Libraries Combined | \$46,426 | \$49,211 | 10.00% | | | |
| | | | B | 6 | Administrative Assistant, Employment Size Less than 50 | \$46,295 | \$47,452 | 5.00% | | | |
| | | | C | 202.038 | Administrative Assistant II, Employment Size Less than 50 | \$50,555 | \$53,251 | 5.00% | | | |
| 4 | NE | Senior Systems Specialist | A | 49 | Information Technology Assistant, All Libraries Combined | \$50,939 | \$53,996 | 25.00% | \$58,968 | \$55,282 | \$28.35 |
| | | | B | 26 | Technical Support Specialist, Total Responses | \$56,891 | \$58,313 | 12.50% | | | |
| | | | E | | PC Specialist, Bolingbrook, For-Profit, Budget \$2 Million, 2 Years | \$58,635 | \$58,635 | 12.50% | | | |
| | | | D | 11252 | Help Desk II (Experienced), Chicago Metro Area | \$66,668 | \$69,779 | 12.50% | | | |
| | | | D | 11252 | Help Desk II (Experienced), Not-for-Profit; adjusted for Bolingbrook | \$61,427 | \$64,294 | 12.50% | | | |
| | | | E | | Help Desk Coordinator, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years | \$56,364 | \$56,364 | 25.00% | | | |

PrairieCat
Market Benchmarking Spreadsheet
Effective: July 1, 2024

| New Pay Grade | FLSA | Position Title | Survey | Survey Job Code | Survey Description | Survey Base Pay | Aged Survey Data 7/1/2024 | Weight | Composite Base Pay 40 Hours | Workweek Adjustment 37.5 Hours | Hourly Rate Equivalent |
|-----------------------|--|----------------------------|--------|-----------------|--|-----------------|---------------------------|--------|-----------------------------|--------------------------------|------------------------|
| 4 | NE | User Experience Specialist | E | | User Support Analyst, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years | \$56,508 | \$56,508 | 37.50% | \$58,490 | \$54,835 | \$28.12 |
| | | | E | | User Support Analyst, Bolingbrook, For-Profit, Budget \$2 Million, 2 Years | \$59,082 | \$59,082 | 18.75% | | | |
| | | | E | | User Support Analyst, Bolingbrook, Non-Profit, Budget \$2 Million, 2 Years | \$56,137 | \$56,137 | 18.75% | | | |
| | | | E | | Technical Training Coordinator, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years | \$61,986 | \$61,986 | 12.50% | | | |
| | | | E | | Technical Training Coordinator, Bolingbrook, For-Profit, Budget \$2 Million, 2 Years | \$65,723 | \$65,723 | 6.25% | | | |
| | | | E | | Technical Training Coordinator, Bolingbrook, Non-Profit, Budget \$2 Million, 2 Years | \$61,443 | \$61,443 | 6.25% | | | |
| 2 | NE | Senior Data Specialist | A | 45 | Technical Services Assistant, All Libraries Combined | \$41,974 | \$44,493 | 25.00% | \$51,109 | \$47,915 | \$24.57 |
| | | | E | | Library Technical Assistant, Bolingbrook, SIC 8231, Budget \$2 Million | \$50,165 | \$50,165 | 25.00% | | | |
| | | | D | 11251 | Help Desk I (Entry), For-Profit; adjusted for Bolingbrook | \$55,767 | \$58,370 | 12.50% | | | |
| | | | D | 11251 | Help Desk I (Entry), Not-for-Profit; adjusted for Bolingbrook | \$50,407 | \$52,759 | 12.50% | | | |
| | | | E | | Help Desk Representative, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years | \$54,215 | \$54,215 | 25.00% | | | |
| Survey Sources | | | | | | | | | | | |
| A | HR Source 2023 Library Survey | | | | | | | | | | |
| B | HR Source 2024 Illinois Non-Profit Survey | | | | | | | | | | |
| C | HR Source 2023 Metro Chicago Compensation Survey | | | | | | | | | | |
| D | Employer Associations of America 2023 National IT & Engineering Survey | | | | | | | | | | |
| E | Economic Research Institute (ERI) Online Salary Assessor | | | | | | | | | | |

PrairieCat
Competitive Pay Structure
Based on 37.5 Hour Workweek
Effective: July 1, 2024

| Annual Rates | | | |
|--------------|----------|----------|----------|
| Pay Grade | Minimum | Midpoint | Maximum |
| 1 | \$35,062 | \$43,828 | \$52,594 |
| 2 | \$38,332 | \$47,915 | \$57,498 |
| 3 | \$41,906 | \$52,383 | \$62,860 |
| 4 | \$45,814 | \$57,268 | \$68,721 |
| 5 | \$50,086 | \$62,608 | \$75,130 |
| 6 | \$54,757 | \$68,446 | \$82,135 |
| 7 | \$59,863 | \$74,829 | \$89,795 |
| 8 | \$65,445 | \$81,807 | \$98,168 |
| Hourly Rates | | | |
| Pay Grade | Minimum | Midpoint | Maximum |
| 1 | \$17.98 | \$22.48 | \$26.97 |
| 2 | \$19.66 | \$24.57 | \$29.49 |
| 3 | \$21.49 | \$26.86 | \$32.24 |
| 4 | \$23.49 | \$29.37 | \$35.24 |
| 5 | \$25.69 | \$32.11 | \$38.53 |
| 6 | \$28.08 | \$35.10 | \$42.12 |
| 7 | \$30.70 | \$38.37 | \$46.05 |
| 8 | \$33.56 | \$41.95 | \$50.34 |

PrairieCat
Pay Grade Assignments
Based on 37.5 Hour Workweek
Effective: July 1, 2024

| Pay Grade | FLSA | Position Title | Range Minimum | Range Midpoint | Range Maximum |
|------------------|-------------|---|----------------------|-----------------------|----------------------|
| 8 | E | Systems Supervisor | \$65,445 | \$81,807 | \$98,168 |
| | | | \$33.56 | \$41.95 | \$50.34 |
| | | | | | |
| 7 | E | Database Administrator | \$59,863 | \$74,829 | \$89,795 |
| | E | Library Services Supervisor | \$30.70 | \$38.37 | \$46.05 |
| | E | Member Services Administrator | | | |
| | E | Systems Administrator | | | |
| | | | | | |
| 6 | | No jobs evaluated | \$54,757 | \$68,446 | \$82,135 |
| | | | \$28.08 | \$35.10 | \$42.12 |
| | | | | | |
| 5 | E | Cataloging and Database Coordinator | \$50,086 | \$62,608 | \$75,130 |
| | E | Circulation and Data Coordinator | \$25.69 | \$32.11 | \$38.53 |
| | E | Library Systems and Data Coordinator | | | |
| | | | | | |
| 4 | NE | Human Resources and Business Office Coordinator | \$45,814 | \$57,268 | \$68,721 |
| | NE | Senior Systems Specialist | \$23.49 | \$29.37 | \$35.24 |
| | NE | User Experience Specialist | | | |
| | | | | | |
| 3 | | No jobs evaluated | \$41,906 | \$52,383 | \$62,860 |
| | | | \$21.49 | \$26.86 | \$32.24 |
| | | | | | |
| 2 | NE | Senior Data Specialist | \$38,332 | \$47,915 | \$57,498 |
| | | | \$19.66 | \$24.57 | \$29.49 |
| | | | | | |
| 1 | | No jobs evaluated | \$35,062 | \$43,828 | \$52,594 |
| | | | \$17.98 | \$22.48 | \$26.97 |

**PrairieCat
Payroll Analysis Report**

| PAY GRADE | POSITION TITLE | EMPLOYEE | ANNUAL SALARY | COMPA- RATIO | UNDER MINIMUM | UNDER MIDPOINT | OVER MIDPOINT | OVER MAXIMUM | STRUCTURE MIDPOINT |
|------------------|--------------------------------------|-----------|------------------|-----------------|------------------|-------------------|------------------|-----------------|-----------------------|
| 8 | Systems Supervisor | | \$75,821 | 92.7% | | (\$5,986) | | | \$81,807 |
| 7 | Database Administrator | . | \$70,865 | 94.7% | | (\$3,964) | | | \$74,829 |
| 7 | Library Services Supervisor | | \$74,516 | 99.6% | | (\$313) | | | \$74,829 |
| 7 | Member Services Administrator | . | \$68,469 | 91.5% | | (\$6,360) | | | \$74,829 |
| 7 | System Administrator | | \$70,324 | 94.0% | | (\$4,505) | | | \$74,829 |
| 5 | Cataloging and Database Coordinator | . | \$61,826 | 98.8% | | (\$782) | | | \$62,608 |
| 5 | Circulation and Data Coordinator | | \$57,074 | 91.2% | | (\$5,534) | | | \$62,608 |
| 5 | Library Systems and Data Coordinator | | \$74,516 | 119.0% | | | \$11,908 | | \$62,608 |
| 4 | HR/Business Office Coordinator | | \$45,182 | 78.9% | (\$633) | (\$12,087) | | | \$57,268 |
| 4 | Senior Systems Specialist | . | \$46,410 | 81.0% | | (\$10,858) | | | \$57,268 |
| 2 | Senior Data Specialist | . | \$49,550 | 103.4% | | | \$1,635 | | \$47,915 |
| TOTAL | | 11 | \$694,553 | | 1 | 9 | 2 | 0 | |
| GROUP SUM | | | | | (\$633) | (\$50,387) | \$13,543 | | |
| AVERAGES | | | | 95.0% | (\$633) | (\$5,599) | \$6,771 | | |

Sample Compensation Philosophy and Policy

Our employees are our most valuable asset. Our overall compensation philosophy is to maintain a fair and equitable market-based compensation program that rewards performance and recognizes contributions made by all employees within the organization. While remaining fluid and flexible to meet changing economic and market conditions, we strive to pay market rates as is financially practical, taking into account individual performance and contributions.

Primary Objectives of the Compensation Program:

- Recruit, attract, retain and engage skilled, productive and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of the organization.
- Establish and maintain competitive pay ranges that ensure positions are valued appropriately in relation to one another within the organization and are aligned with market rates offered by the competitive labor market.

Compensation Plan Guidelines:

In order to achieve the primary objectives of the organization's compensation program, determining and identifying base pay compensation levels consists of the following key elements:

- Having formal, current job descriptions which indicate essential job functions (including supervisory responsibilities, if applicable), and requisite knowledge, skill, and ability requirements.
- Regularly conducting compensation benchmarking against the external market.
- Providing pay increases that are commensurate with the market, individual performance and company performance.

Job Descriptions:

Each position in the organization has a corresponding job description. This description specifies the position's duties and responsibilities, and details the tasks, processes, functions and qualifications for the job. Job descriptions are reviewed annually for accuracy and updated as necessary.

Market Benchmarking:

The organization uses an outside third party to objectively benchmark our job descriptions against current, valid, and reliable compensation survey data. As a result, the organization has a competitive compensation structure which consists of pay grades and pay ranges for all positions. Pay grades and pay ranges are reviewed and updated annually.

Pay Ranges:

Every position within the organization has a pay range. Each range has a designated minimum, midpoint and maximum pay rate.

The amount paid to any individual employee is determined by the pay range for the position. It is the goal of the organization to have all employees paid within their respective pay range. Based on the individual's relevant experience, expertise, performance and tenure, an appropriate pay rate will be determined for each employee. This intention upholds the organization's philosophy that all employees contribute to the success of the organization and individual contributions will be acknowledged accordingly. Final base pay determination will be approved by the Executive/Management Team in coordination with Department Managers/Supervisors.

Pay Adjustments:

Pay adjustments must be approved in advance by the Executive/Management Team. Pay adjustments may occur for the following reasons. All pay changes will be communicated to the employee, in writing, prior to the effective date of the change.

Annual Review and Pay Increases:

Employees are eligible for an annual pay increase at their annual 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 operating budget.

If an employee's pay is at (or beyond) the maximum of the pay range, further pay increases will not be issued until the employee's pay rate is back within range.

Annual increases recommended by Department Managers/Supervisors are subject to approval by the Executive/Management Team to ensure the compensation program is administered consistently and fairly, and to ensure budgetary guidelines are followed.

Market Adjustment Increases:

Adjustments in an employee's pay may occur separately from the annual review when there is an unexpected market fluctuation for a particular position and the incumbent's current pay is below market.

Pay Equity Increases:

Adjustments in an employee's pay may occur separately from the annual review when an employee's salary is significantly below that of others in the same title code with similar performance, experience, skills, knowledge, and assignments.

Promotional Increases:

A promotion is a reassignment from a position with a lower pay grade to another position with a higher pay grade. In most cases, a base pay increase will accompany a promotion, but it is not required unless the employee's pay is below the minimum of their new range.

Reassignment to a Position with Lower Pay Range:

On rare occasions, employees may move to a job of significantly decreased responsibility and a lower pay grade, either voluntarily or at the request of management. In some cases, a pay decrease may be initiated at the time of the job change, but is not required unless the employee's pay is above the maximum of their range.

Lateral Transfer:

A lateral transfer is defined as a move from one position to another within the same pay grade. Lateral transfers typically involve no change in base pay.

| Position | FY25 | plus 4% | FY26 | midpoint (add 2.5% for FY26) | to midpoint cost` |
|--------------------------|-------------|------------|-------------|------------------------------|-------------------|
| DB Admin | \$73,721.21 | \$2,948.85 | \$76,670.06 | \$76,699.73 | \$29.67 |
| Library Services sup | \$77,519.27 | \$3,100.77 | \$80,620.04 | \$76,699.73 | -\$3,920.32 |
| member services admin | \$71,228.22 | \$2,849.13 | \$74,077.35 | \$76,699.73 | \$2,622.38 |
| system admin | \$73,158.35 | \$2,926.33 | \$76,084.68 | \$76,699.73 | \$615.04 |
| cat.and DB coord | \$64,317.78 | \$2,572.71 | \$66,890.49 | \$64,173.20 | -\$2,717.29 |
| lib. Systems/data coord | \$77,519.27 | \$3,100.77 | \$80,620.04 | \$64,173.20 | -\$16,446.84 |
| cir and data coord | \$59,374.52 | \$2,374.98 | \$61,749.50 | \$64,173.20 | \$2,423.70 |
| hr/business coord | \$52,053.89 | \$2,082.16 | \$54,136.05 | \$58,699.70 | \$4,563.65 |
| senior systems spec | \$52,053.89 | \$2,082.16 | \$54,136.05 | \$58,699.70 | \$4,563.65 |
| senior data spec | \$52,053.89 | \$2,082.16 | \$54,136.05 | \$49,112.88 | -\$5,023.17 |
| | | | | | |
| | | | | | |
| | | | | | |
| cost in FY26 to midpoint | | | | | \$14,818.09 |