



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, September 7, 2023

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda; August 3, 2023 minutes) (Action)
- III. **Public comments** – – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- IV. Written Communications from the Public
- V. New Business
 1. Personnel Update (Discussion)
 2. Lost and Found Policy (Action)
 3. Child Abuse and Neglect Reporting Policy (Action)
 4. Management Pay Grades and Benchmarking (Action)
 5. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Personnel, Policy and Public Relations Minutes

Date: August 3, 2023

Time: 4:30 p.m.

Board Room

Board President: Karl Coleman **Board Members:** Alana Banks,
Shelli Brunner, LaTonya Ricks, Elizabeth Rivera, Sofia Xethalis, Jacobie Jones, Emily West

Present

Karl Coleman
LaTonya Ricks
Elizabeth Rivera

Absent:

Shelli Brunner

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4.34 p.m.

Consent Agenda with July 6, 2023 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent

Public comments: None

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated a part-time Library Assistant position is being offered and should be filled in a few weeks.

Lost and Found Policy (Action) Mr. Coleman made a motion to table, seconded by Ms. Ricks. All in favor. The motion was adopted.

Volunteer Policy (Action) Mr. Coleman made a motion to amend the Volunteer Policy as

suggested, and approve with changes, seconded by Ms. Ricks. All in favor. The motion was adopted.

Management Pay Grades and Benchmarking (Action) Mr. Meyer recommended this be tabled for further discussion and review. Mr. Coleman made a motion to table, seconded by Ms. Rivera. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer stated Katie Eytchison will be presenting at the ILA conference regarding a new program that provides tablets to those who are experiencing social isolation.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Coleman attended the most recent meeting where the discussion included reviewing DPL policies and hiring procedures.

Adjournment

Mr. Coleman made a motion to adjourn, seconded by Ms. Rivera at 4:55 p.m. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 8.3.23



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Lost and Found Policy

Decatur Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Lost and Found items will be dated and stored for a period of thirty (30) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within thirty (30) days become Library property.

Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Decatur Police.

Flash drives left in the library will be held for 30 days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 30 days, flash drives will be wiped and discarded.

To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned. When the Library deems appropriate, to claim certain items such as credit/debit cards, owners must present a valid form of photo identification matching that of the item in question.

The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.

**Approved by the Decatur Public Library Board of Trustees
August 20, 2020**

Decatur Public Library

Child Abuse and Neglect Reporting Policy and Procedures

Library Policy:

Library employees may encounter situations where they suspect that a child is being abused or neglected during the course of their daily work with the public.

Library employees are not considered mandated reporters as defined in Illinois code 325 ILCS in chapter 5 section 4.

Library employees are encouraged to report suspected child abuse or neglect to the Library Director or designee as long as they have an objectively reasonable cause for such suspicions. Reports should be made immediately and by telephone or in person.

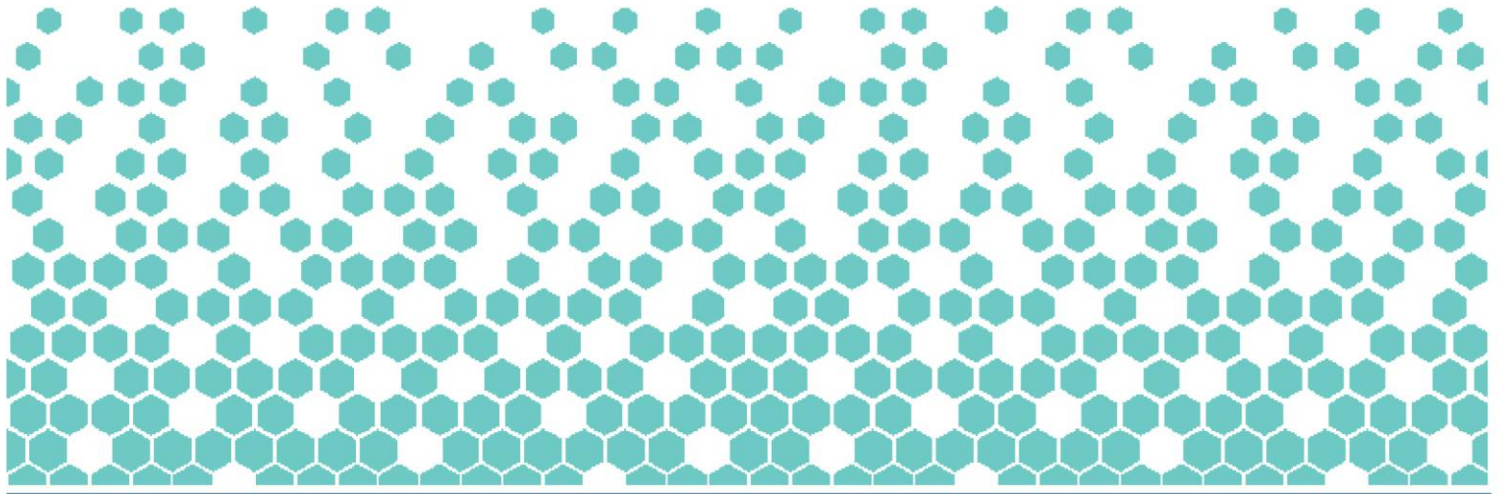
This policy shall be reviewed annually.

Employees will receive online training on child abuse and neglect annually.

Procedure:

1. After making an oral report, the employee will immediately submit a Security Incident report to the Director or designee, including as much of the following as possible:
 - a. The name and address of the child and his/her parents or other person responsible for his/her care;
 - b. The age and gender of the child;
 - c. The nature and extent of the child's injury or injuries, maltreatment or neglect;
 - d. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
 - e. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the employee (including date, time, and location);
 - f. Any other relevant, factual information.
2. The Director or designee will review all reports and, based on advice from the Library Counsel, will determine if a report needs to be made to the Illinois Department of Children and Family Services (DCFS). If the office is unavailable, local law enforcement may be consulted.
3. Reports should be made to DCFS via their website. If a report is made via the emergency hotline, both the Director or designee and the original reporting employee will participate in the call.
4. Reports of abuse can be made online at [Illinois Department of Children & Family Services](#). In an emergency, reports of abuse may be made to the hotline is 1 (800) 252-2873.

The employee's name is always kept confidential. The only time an employee's information is released is if a Judge orders that in the name be released for court proceedings.

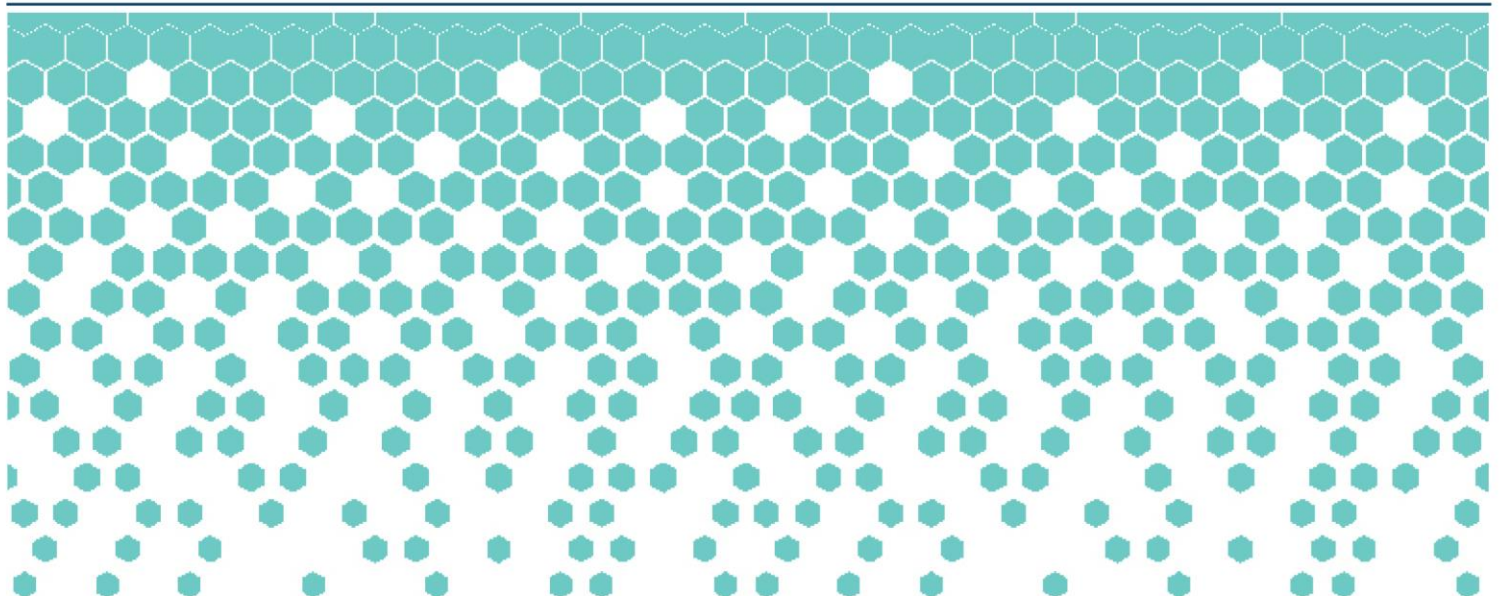


Market Benchmarking & Compensation Structure Development Project

Decatur Public Library

August 2023

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





Decatur Public Library

Market Benchmarking &
Compensation Structure
Development Project

August 2023

Final Project Report	Tab 1
Market Benchmarking Spreadsheet	Tab 2
Competitive Pay Structure	Tab 3
Pay Grade Assignments	Tab 4
Payroll Analysis Report	Tab 5
Sample Compensation Philosophy and Policy	Tab 6



Decatur Public Library

Market Benchmarking & Compensation Structure Development Final Project Report

**Prepared August 2023
Data Trended for Implementation January 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 the Decatur Public Library.

The study included:

- Fair Labor Standards Act (FLSA) analysis for 10 positions.
- Base pay market benchmarking for 10 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.

Market Benchmarking

Job descriptions from the Decatur Public Library were reviewed by HR Source and used to benchmark Decatur Public Library 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 the Decatur Public Library, the compensation analyst benchmarked library jobs to library data only (comparable organizations by budget, population served, size etc.). Jobs that could extend outside of the library industry were benchmarked using 50% library data, 25% for-profit data, and 25% non-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 2023 Public Library Supplemental Report (using selected comparable libraries)
- C. HR Source 2023 Illinois Non-Profit Survey
- D. HR Source 2023 Metro Chicago Compensation 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 Decatur Public Library management. In some cases, survey data was blended to encompass all job responsibilities.

All data has been trended to January 1, 2024. All references to annual salaries within this project reflect a 40-hour standard workweek (2,080 hours per year). Hourly rates are also included, and useful when determining pay for part-time employees.

Compensation Structure Development

Once all positions were benchmarked, a market-based compensation structure was created for the Decatur Public Library. 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 5 pay grades. Following best practices, there is a constant midpoint to midpoint progression of 12.81% between the grades. To provide flexibility when making individual pay decisions, the pay range minimum and maximum values have been set at 20% above and 20% below the midpoints.

Decatur Public Library 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. One of the positions identified for market benchmarking, the *Head of Archives and Special Collections*, did not yield enough market data to fully and appropriately benchmark. Therefore, this position was manually slotted into the pay grade structure by Decatur Public Library management and the analyst.

The Library Director position was also benchmarked, but not included on the pay grade structure nor subsequent project reports. This is a typical practice within market benchmarking projects since pay for the most senior-level position is determined by the Board of Directors.

Fair Labor Standards Act (FLSA) Analysis

This project also included an FLSA analysis, and the exemption status of each position is noted within this report. To be exempt according to the Fair Labor Standards Act (FLSA) and current Illinois wage and hour laws, a position must be paid on a salary basis of \$684 or more per week and pass one of the FLSA exemption tests recognized within the state of Illinois. The exemption status of each position was evaluated based on the information regarding job duties and educational requirements contained in the job description. If any of the positions marked with a code of "E" do not pass the salary basis requirement, they cannot be classified as Exempt. Positions with an FLSA code of "NE" were determined to be non-exempt.

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. Data was adjusted appropriately for part-time employees.

Information from the Payroll Analysis Report is summarized in the table below:

<u>COMPETITIVE POSITION</u>	<u># OF EMPS</u>	<u>ANNUAL COST</u>
Under Range Minimum	0	\$0
Under Range Midpoint	6	\$17,333
Over Range Midpoint	6	\$21,635
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 the Decatur Public Library is 100.3%. This indicates that when employee pay rates were compared against the market-based pay grade structure, collectively employee pay rates were in line with the competitive pay structure.

Individual compa-ratio figures range from 89.9% to 112.1%. To ensure all employees are paid within range, compa-ratio figures should continue to fall between 80% and 120%.

Implementation

As a result of this project, it was discovered that all employees are being paid within their respective pay ranges.

The Decatur Public Library District is now encouraged to focus on the *appropriateness* of each employee's pay rate compared to their new pay range. Although the project outcomes show a strong overall compa-ratio of 100.3%, 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, the Decatur Public Library District should consider giving market adjustments to employees who need an increase. Depending on the financial resources required to make the necessary adjustments, the Decatur Public Library District may consider issuing market-based pay adjustments over a one-, two-, or three-year period.

Communication

This benchmarking project gives the Decatur Public Library 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:

- **January 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.
- **January 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 for annual structure adjustment figure recommendations and instructions.
- **January 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.

Annual structure adjustments and plan modifications are a recommended pay practice, but they should not be a replacement for compensation benchmarking at regular intervals. We recommend all market benchmarking projects should be formally and fully revised every three to four years.

**Decatur Public Library
Market Benchmarking Spreadsheet
Effective: January 1, 2024**

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Geographic Adjustment	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours
7	E	IT Manager	A	34	Information Technology (IT) Manager, Budget \$4,000,000 to \$6,999,999	\$86,736	\$77,629	\$80,281	8.33%	\$79,645
			A	34	Information Technology (IT) Manager, Population 50,000 or more	\$97,947	\$87,663	\$90,658	8.33%	
			A	34	Information Technology (IT) Manager, Employment Size 25 to 49	\$79,144	\$70,834	\$73,254	8.33%	
			B		Information Technology (IT) Manager	\$86,195	\$77,145	\$79,780	25.00%	
			C	23	Information Systems Manager, Total Responses	\$88,129	\$78,875	\$82,714	25.00%	
			D	303.412	IT Manager (Single Location), Employment Size 1 to 50	\$80,730	\$72,253	\$74,692	25.00%	
6	E	Head of Programs, Resources & Services	A	8	Adult Services Department Head, Budget \$4,000,000 to \$6,999,999	\$82,493	\$73,831	\$76,354	8.33%	\$74,950
			A	8	Adult Services Department Head, Population 50,000 or more	\$88,109	\$78,857	\$81,552	8.33%	
			A	8	Adult Services Department Head, Employment Size 25 to 49	\$72,509	\$64,895	\$67,113	8.33%	
			B		Adult Services Department Head	\$80,163	\$71,746	\$74,197	25.00%	
			A	7	Youth Services Department Head, Budget \$4,000,000 to \$6,999,999	\$82,805	\$74,110	\$76,642	8.33%	
			A	7	Youth Services Department Head, Population 50,000 or more	\$84,843	\$75,935	\$78,529	8.33%	
			A	7	Youth Services Department Head, Employment Size 25 to 49	\$69,826	\$62,494	\$64,629	8.33%	
			B		Youth Services Department Head	\$83,554	\$74,780	\$77,335	25.00%	
6	E	Head of Circulation Division	A	4	Circulation Department Head, Budget \$4,000,000 to \$6,999,999	\$79,539	\$71,188	\$73,620	16.67%	\$70,390
			A	4	Circulation Department Head, Population 50,000 or more	\$80,725	\$72,249	\$74,717	16.67%	
			A	4	Circulation Department Head, Employment Size 25 to 49	\$68,598	\$61,396	\$63,493	16.67%	
			B		Circulation Department Head	\$75,816	\$67,855	\$70,174	50.00%	
6	E	Head of Technical Services	A	6	Technical Services Department Head, Budget \$4,000,000 to \$6,999,999	\$78,437	\$70,201	\$72,599	16.67%	\$69,360
			A	6	Technical Services Department Head, Population 50,000 or more	\$82,264	\$73,626	\$76,142	16.67%	
			A	6	Technical Services Department Head, Employment Size 25 to 49	\$71,282	\$63,797	\$65,977	16.67%	
			B		Technical Services Department Head	\$72,550	\$64,933	\$67,151	50.00%	
6	E	Head of Archives and Special Collections			Manually Slotted by Library Management and Analyst					
4	NE	Executive Administrative Assistant	A	18	Executive Administrative Assistant, Budget \$4,000,000 to \$6,999,999	\$56,534	\$50,598	\$52,496	12.50%	\$58,166
			A	18	Executive Administrative Assistant, Population 50,000 or more	\$57,429	\$51,399	\$53,326	12.50%	
			B		Executive Administrative Assistant	\$61,422	\$54,973	\$57,035	25.00%	
			D	202.012	Administrative Assistant to Chief Executive Officer, Employment Size 1 to 50	\$69,867	\$62,531	\$64,641	25.00%	
			E		Executive Administrative Assistant, Decatur, Non-Profit, Level 1, \$4.5 Million	\$58,076	\$58,076	\$58,076	25.00%	
4	E	Librarian	A	10	Librarian, Budget \$4,000,000 to \$6,999,999	\$58,906	\$52,721	\$54,522	16.67%	\$55,480
			A	10	Librarian, Population 50,000 or more	\$62,067	\$55,550	\$57,448	16.67%	
			A	10	Librarian, Employment Size 25 to 49	\$55,910	\$50,040	\$51,750	16.67%	
			B		Librarian	\$60,923	\$54,526	\$56,389	50.00%	

Decatur Public Library
Market Benchmarking Spreadsheet
Effective: January 1, 2024

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Geographic Adjustment	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours
3	NE	Technical Services Assistant Supervisor	A	64	Technical Services Assistant Department Head, Population 50,000 or more	\$69,035	\$61,787	\$64,103	50.00%	\$51,256
			A	45	Technical Services Assistant, Budget \$4,000,000 to \$6,999,999	\$41,558	\$37,195	\$38,590	8.33%	
			A	45	Technical Services Assistant, Population 50,000 or more	\$44,949	\$40,229	\$41,738	8.33%	
			A	45	Technical Services Assistant, Employment Size 25 to 49	\$41,933	\$37,530	\$38,937	8.33%	
			B		Technical Services Assistant	\$39,915	\$35,724	\$37,064	25.00%	
3	NE	Library Administrative Aide	A	30	Administrative Services Office Manager, All Libraries	\$54,392	\$48,681	\$50,506	17.50%	\$49,438
			C	4	Office Manager, Budget \$2,500,000-\$5,000,000	\$53,913	\$48,252	\$50,600	4.38%	
			C	4	Office Manager, Employment Size Less than 50	\$53,346	\$47,745	\$50,068	4.38%	
			D	312.390	Office Manager, Employment Size 1 to 50	\$59,458	\$53,215	\$55,011	8.75%	
			A	25	Bookkeeper/Accounting Clerk, Budget \$4,000,000 to \$6,999,999	\$51,314	\$45,926	\$47,648	8.13%	
			A	25	Bookkeeper/Accounting Clerk, Population 50,000 or more	\$56,493	\$50,561	\$52,457	8.13%	
			B		Bookkeeper/Accounting Clerk	\$46,051	\$41,216	\$42,761	16.25%	
			C	54	Accounting Clerk, Budget \$2,500,000-\$5,000,000	\$49,184	\$44,020	\$46,162	8.13%	
			C	54	Accounting Clerk, Employment Size Less than 50	\$48,801	\$43,677	\$45,803	8.13%	
			D	201.004	Accounting Clerk II, Employment Size 1 to 50	\$58,715	\$52,550	\$54,323	16.25%	
Survey Sources										
A	HR Source 2023 Library Survey									
B	HR Source 2023 Public Library Supplemental Report (using selected comparable libraries)									
C	HR Source 2023 Non-Profit Survey									
D	HR Source 2023 Metro Chicago Compensation Survey									
E	Economic Research Institute (ERI) Online Salary Assessor									

**Decatur Public Library
Competitive Pay Structure
Effective: January 1, 2024
Based on a 40-Hour Workweek**

Pay Grade	Annual Minimum	Annual Midpoint	Annual Maximum
3	\$39,343	\$49,178	\$59,014
4	\$44,384	\$55,480	\$66,576
5	\$50,071	\$62,589	\$75,107
6	\$56,488	\$70,610	\$84,732
7	\$63,726	\$79,658	\$95,589
Pay Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum
3	\$18.91	\$23.64	\$28.37
4	\$21.34	\$26.67	\$32.01
5	\$24.07	\$30.09	\$36.11
6	\$27.16	\$33.95	\$40.74
7	\$30.64	\$38.30	\$45.96

**Decatur Public Library
Pay Grade Assignments
Effective: January 1, 2024
Based on a 40-Hour Workweek**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
7	E	IT Manager	\$63,726	\$79,658	\$95,589
			\$30.64	\$38.30	\$45.96
6	E	Head of Technical Services	\$56,488	\$70,610	\$84,732
	E	Head of Programs, Resources & Services	\$27.16	\$33.95	\$40.74
	E	Head of Circulation Division			
	E	Head of Archives and Special Collections			
5		No positions evaluated	\$50,071	\$62,589	\$75,107
			\$24.07	\$30.09	\$36.11
4	E	Librarian	\$44,384	\$55,480	\$66,576
	NE	Executive Administrative Assistant	\$21.34	\$26.67	\$32.01
3	NE	Technical Services Assistant Supervisor	\$39,343	\$49,178	\$59,014
	NE	Library Administrative Aide	\$18.91	\$23.64	\$28.37

**Decatur Public Library
Payroll Analysis Report**

PAY GRADE	POSITION TITLE	EMPLOYEE	HOURS WEEK	HOURS YEAR	ANNUAL SALARY	COMPA-RATIO	UNDER MINIMUM	UNDER MIDPOINT	OVER MIDPOINT	OVER MAXIMUM	HOURLY STRUCTURE MIDPOINT	PRORATED STRUCTURE MIDPOINT	STRUCTURE MIDPOINT
7	IT Manager	Wilkerson, M	40	2080	\$82,800	103.9%			\$3,142		\$38.30	\$79,658	\$79,658
# OF EMPS		1					0	0	1	0			
GROUP SUM									\$3,142				
AVERAGES						103.9%			\$3,142				
6	Head of Archives and Special Collections	Dampitz, R	40	2080	\$65,205	92.3%		(\$5,405)			\$33.95	\$70,610	\$70,610
	Head of Circulation and Technical Services	Ziese, C	40	2080	\$73,485	104.1%			\$2,875		\$33.95	\$70,610	\$70,610
	Head of Programs, Resources and Services	Henkel, A	40	2080	\$79,178	112.1%			\$8,568		\$33.95	\$70,610	\$70,610
# OF EMPS		3					0	1	2	0			
GROUP SUM								(\$5,405)	\$11,443				
AVERAGES						102.9%		(\$5,405)	\$5,722				
4	Executive Administrative Assistant	Whitehead, M	40	2080	\$54,035	97.4%		(\$1,445)			\$26.67	\$55,480	\$55,480
	Librarian	Eytchison, K	40	2080	\$51,750	93.3%		(\$3,730)			\$26.67	\$55,480	\$55,480
	Librarian	Frazier, A	40	2080	\$58,278	105.0%			\$2,798		\$26.67	\$55,480	\$55,480
	Librarian	Pemberton, T	40	2080	\$54,703	98.6%		(\$777)			\$26.67	\$55,480	\$55,480
	Librarian	Steiling, K	40	2080	\$49,859	89.9%		(\$5,621)			\$26.67	\$55,480	\$55,480
	Librarian	Young, A	40	2080	\$56,102	101.1%			\$622		\$26.67	\$55,480	\$55,480
# OF EMPS		6					0	4	2	0			
GROUP SUM								(\$11,573)	\$3,420				
AVERAGES						97.6%		(\$2,893)	\$1,710				
3	Administrative Aide	Heckwine, B	25	1300	\$30,381	98.8%		(\$355)			\$23.64	\$30,736	\$49,178
	Technical Services Assistant Supervisor	Martin, J	40	2080	\$52,808	107.4%			\$3,630		\$23.64	\$49,178	\$49,178
# OF EMPS		2					0	1	1	0			
GROUP SUM								(\$355)	\$3,630				
AVERAGES						103.1%		(\$355)	\$3,630				
TOTAL		12			\$708,584		0	6	6	0			
GROUP SUM								(\$17,333)	\$21,635				
AVERAGES						100.3%		(\$2,889)	\$3,606				

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 process to maintain internal equity. Pay adjustments may also occur when there is an unexpected market fluctuation for a particular position and the incumbent's current pay is below market.

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.

**Decatur Public Library
Market Benchmarking Spreadsheet
City Librarian
Effective: January 1, 2024**

FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Geographic Adjustment	Aged Survey Data 1/1/2024	Weight	Composite Base Pay 40 hours	Range Minimum	Range Midpoint	Range Maximum
E	City Librarian	A	1	Director, Budget \$4,000,000 to \$6,999,999	\$139,921	\$125,229	\$129,508	16.67%	\$126,908	\$101,527	\$126,908	\$152,290
		A	1	Director, Population 50,000 or more	\$147,735	\$132,223	\$136,740	16.67%				
		A	1	Director, Employment Size 25 to 49	\$116,414	\$104,191	\$107,750	16.67%				
		B		Director	\$139,540	\$124,888	\$129,155	50.00%				
Survey Sources												
A	HR Source 2023 Library Survey											
B	HR Source 2023 Public Library Supplemental Report (using selected comparable libraries)											

**Decatur Public Library
Market Benchmarking Spreadsheet
City Librarian
Effective: January 1, 2024**

2019 - \$111,148