

Agenda
North Riverside Public Library District
Board of Trustees
Regular Meeting, July 18th, 2022
6:00 PM

1. Open of Meeting

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda

I, _____, make a motion to approve the agenda as written/amended. I, _____, second. ____ aye ____ nay

2. Open Forum

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

3. Consent Agenda (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)

I, _____, make a motion to remove letter ____ from the consent agenda for discussion and approve the remaining items. I, _____, second. Roll call vote: ____ Corgiat, ____ Gordon, ____ Mathias, ____ Rouleau, ____ Bonnar, ____ Ottenweller, ____ Johnson. Motion carried/failed

I, _____, make a motion to approve the consent agenda as presented. I, _____, second. Roll call vote: ____ Corgiat, ____ Gordon, ____ Mathias, ____ Rouleau, ____ Bonnar, ____ Ottenweller, ____ Johnson. Motion carried/failed

A. Secretary:

Minutes of the June 20th, 2022 Regular Board Meeting
Correspondence

B. Treasurer:

June 2022 Financial Statements
Authorization to transfer \$80,000 to checking

5. President's Report

6. Director's Report

7. Committee Reports

- A. Advocacy (Johnson) (informational)
- B. Building & Grounds (Rouleau) (informational)
- C. Finance (Bonnar) (informational)

- D. Personnel (Gordon) (informational)
- E. Policy (Bonnar, Ottenweller) (informational)
- F. Strategic Planning (Mathias) (informational)

8. New Business

A. Non-Resident Card Ordinance (action)

I, _____, make a motion to approve the non-resident card ordinance as presented. I, _____, second. Roll call vote: ___ Corgiat, ___ Gordon, ___ Mathias, ___ Rouleau, ___ Bonnar, ___ Ottenweller, ___ Johnson. Motion carried/failed

B. Annual Treasurer's Report (action)

I, _____, make a motion to approve the annual treasurer's report as presented. I, _____, second. ___aye ___ nay

C. Electing 2 Board Members to the Secretary Books Audit Committee (action)

I, _____, make a motion to approve the committee to audit the secretary's books as presented. I, _____, second. ___aye ___ nay

D. Budget and Appropriations (B&A) Ordinance Review (discussion)

E. Closed Session Minutes Bi-Annual Review (review/action)

9. Old Business

10. **Closed session** (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

11. Return to open session

12. Possible action item (pertaining to closed session discussion)

13. Adjournment

I, _____, make a motion to adjourn the meeting at _____p.m. I, _____, second. ___aye ___ nay

*Note: Agenda items may be added that pertain to discussion or information.
No items may be added to the final agenda that require Board action.*

Next regular Board Meeting is scheduled for August 15th, 2022 at 6:00 p.m.

Agenda
North Riverside Public Library District
Board of Trustees
Regular Meeting, June 20th,
2022 6:00 PM

1. Open of Meeting

- A. Call to order: Meeting was called to order by President Corgiat at 6:07pm
- B. Determination of quorum: A quorum was present including: Annette Corgiat, Greg Gordon, John Mathias, Kyle Johnson, Jeanne Ottenweller and Ken Rouleau. Absent: Kathy Bonnar.
- C. Recognition of visitors to the meeting: Also in attendance were Karolis Usonis and Natalie Starosta.
- D. Approval of agenda: Trustee Rouleau made a motion to approve the agenda as written. Motion was seconded by Secretary Mathias. All voted aye. Motion carried.

2. Open Forum (Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.)

- A. No community members present.

3. Consent Agenda (one motion/approval for everything listed here, all items can be removed from the consent agenda at anyone's request at any meeting)

Secretary Mathias made a motion to approve the consent agenda as presented. Motion was seconded by Trustee Rouleau. Roll call vote: Aye: Corgiat, Gordon, Mathias, Rouleau, Ottenweller, Johnson. Absent: Bonnar. Motion carried.

- A. Secretary:
Minutes of the May 16th, 2022 Regular Board Meeting
Correspondence
- B. Treasurer:
May 2022 Financial Statements
Authorization to transfer \$80,000 to checking

5. President's Report

Trustee Corgiat began with a recap of the events leading up to the 4th of July parade. The Monday golf outing was well attended, raising a good amount toward scholarships and with appearances from 3 or 4 attendees of notoriety (mainly Westchester folks, a couple of mayors). The food was purchased by a construction company (W. E. O'Brien) and all donated money went toward scholarships.

6. Director's Report

Natalie Starosta began by stating that NRPL's been getting started with summer reading. Natalie Aguirre, the new Youth Services Manager joined the NRPL team on the 9th, Susan Locander left on the 11th. The Summer Reading Program kick-off party on the 10th was well-attended, and while the fundraising sale of stuffed animals was off to a good start, it will be going on throughout summer.

7. Committee Reports

A. Advocacy (Johnson) (informational)

- Nothing to report. Trustee Johnson said he needs to reach out to Britney – last they spoke they had discussed setting up a time for a marketing meeting.
- Trustee Corgiat added that Chick-fil-A might be a sponsor.

B. Building & Grounds (Rouleau) (informational)

- Trustee Rouleau said the parking lot has been refinished, the lights are working, and there is neither flooding downstairs, nor has moisture been noticed. Regarding landscaping brought up by Trustee Corgiat, however, the branch leaning on the light post and wires still needs to be cut. The planters have been well-maintained.
- Trustees Corgiat and Gordon also brought up that the library lettering needs to be shined.

C. Finance (Bonnar) (informational)

- Director Starosta filled in for Trustee Bonnar in her absence. There is less than a month left in the fiscal year & finances are in order.

D. Personnel (Gordon) (informational)

- Trustee Gordon said that the Director's review is going to come out in the near future and will be conducted same as last year's (via a google form, which assists with data compilation).
- Small changes to the shared board google drive's security will be made (increased) during the review period – and the google drive will be down for about a week while the data is being compiled.
- Following this discussion, the board determined that the project will be handled via Trustee Gordon's personal google drive.

E. Policy (Bonnar, Ottenweller) (informational)

- Trustee Ottenweller stated that this will be discussed during the committee of the whole meeting, as there are many policy changes to review ahead of the August board meeting.

F. Strategic Planning (Mathias) (informational)

- Trustee Mathias began by alluding to the upcoming motion to release the six closed meeting minutes. The purpose for releasing these, as Mathias said, is part and parcel of the yearly or biyearly releases, which are standard practice
- Trustee Corgiat brought up that she had talked to Director Starosta and Trustee Gordon about the upcoming board retreat – reiterated that everyone had selected July.
- Director Starosta went on to say that the library hired Deiters and Todd Consulting, who were previously library directors for years and have been presenters at many other local libraries. Jim Deiters will be here, while Derick Todd will be doing behind the scenes prep. Everything the board wanted more information on has been forwarded as a draft to the consulting group
 - Trustee Corgiat asked whether the retreat might be moved to the fall
- Director Starosta explained that Jim Deiters is head of the advocacy committee scheduled for the retreat, and that there will be breakout sessions for goal-making within each committee, as well as one on the Open Meetings Act
 - Trustee Corgiat stated that she would like to condense chairmanships.
 - Trustee Ottenweller asked the Open Meeting Act session to be taken out of the discussion.
 - Trustee Gordon brought up the possibility of adding a section on trustee training, specifically without the director present – Trustee

Ottenweller asked why the director would not be present, and Trustee Corgiat said that she would like this because then trustees could speak openly as North Riverside residents, rather than as board members.

8. New Business

A. Staff wage increase – COLA (action)

- Director Starosta state that, rather than doing cost of living and merit increases, cost of living is the only staff salary increase this year, and will be implemented as a blanket statement for non-introductory period staff. This amounts to about 10K total.
- Trustee Gordon asked why there is no merit increase. Director Starosta explained that the current cost of living has increased 7% and that the upcoming 4% increase is a maximum that does not meet the current state of inflation.
 - Natalie added that there are also credit card points that may be used for gift cards as way to supplements the discrepancy
 - Trustee Ottenweller asked what other libraries are doing, and Director Starosta said that 90% of libraries are solely adding cost of living pay increases.

I, Greg Gordon, make a motion to approve the 4% cost of living wage increase as presented. I, Jeanne Ottenweller, second. All ayes. Motion carried.

B. Illinois Libraries Presents IGA (action)

- Director Starosta summarized the Intergovernmental Agreement, explaining that NRPL would like to partner with IL Libraries Present, which pools all participating libraries' application fees to hire big name authors to do presentations accessible to all participating libraries virtually.
- Trustee Gordon asked what kind of content would be presented, to which Director Starosta said that NRPL will not have control over content. The Director went on to state that the program was started last year as a demo and had three authors with huge turnout
 - Trustee Johnson added that over the 10 months of the program, there would be a total of 12 events.

I, Ken Rouleau, make a motion to approve the Illinois Libraries Presents inter-governmental agreement as presented. I, Kyle Johnson, second. All ayes. Motion carried.

C. 2022/2023 Meeting Date Resolution (action)

I, Ken Rouleau, make a motion to approve the 2022/2023 meeting date resolution as presented. I, John Mathias, second. All ayes. Motion carried.

D. B&M Ordinance (action)

I, Ken Rouleau, make a motion to approve the Building and Maintenance Ordinance as presented. I, Greg Gordon, second. All ayes. Motion carried.

E. Closed session minutes review (action)

I, John Mathias, make a motion to release the following minutes: 2/10/14, 9/9/13, 7/8/13, 12/10/12, 11/14/11, 1/12/09. I, Jeanne Ottenweller, second. All ayes. Motion carried.

I, John Mathias, make a motion to approve the destruction of the recording of all of the above released minutes as they are more than 18 months old. I, Kyle Johnson, second. All ayes. Motion carried.

9. Old Business

No old business.

10. Closed session

(The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

No closed session.

11. Return to open session

N/A

12. Possible action item (pertaining to closed session discussion)

N/A

13. Adjournment

I, Ken Rouleau, make a motion to adjourn the meeting at 7:07 p.m. I, Greg Gordon, second. All ayes. Motion carried.

Note: Agenda items may be added that pertain to discussion or information.

No items may be added to the final agenda that require Board action.

Next regular Board Meeting is scheduled for July 18th, 2022 at 6:00 p.m.

Management Report

North Riverside Public Library District
For the period ended June 30, 2022



Prepared on

July 18, 2022

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Profit and Loss

July 2021 - June 2022

	Total
INCOME	
6903-01 Fines & Fees	10,221.92
6904-01 Donations	14,828.04
6905-01 Grants	152,581.00
6910-01 Misc. Revenue	7,248.00
6920-01 Unrealized Income-Annuities	3,332.54
Interest	
6906-01 Interest	221.82
Total Interest	221.82
Property Taxes	
6901-01 Property Tax	950,978.90
6901-04 Tax Revenue-Audit Fund	7,470.54
6901-05 Tax Revenue-Liability Ins	4,535.11
6901-06 Tax Revenue-Unemploy Ins	1,600.77
6901-07 Tax Revenue-Bldg Fund	48,562.10
6901-08 Tax Revenue-SS	36,555.43
6901-12 Property Tax - IMRF Fund	13,341.36
Total Property Taxes	1,063,044.21
Total Income	1,251,477.53
GROSS PROFIT	1,251,477.53
EXPENSES	
8360-01 Grants	115,268.39
Advertising & Marketing	
8361-01 Donations	12,232.74
8365-01 Library Promotion	879.61
8370-01 Postage	3,317.15
8375-01 Advertising	170.98
8385-01 Memorials & Tributes	658.95
8399-01 ILL Loss/Damage	138.11
8404-01 Staff Recognition	540.12
8410-01 Printing	10,859.09
Total Advertising & Marketing	28,796.75
Bank Charges & Fees	
8396-01 Bank Charges & Fees	396.50
Total Bank Charges & Fees	396.50
Benefits	
7600-05 Health Insurance	32,572.27
7650-09 IMRF	38,396.26
7660-06 Unemployment Insurance	-233.20
7670-01 Taxes-Fica Expense	43,098.65
Total Benefits	113,833.98
Building Expense	

	Total
8305-07 Building & Ground	18,713.00
8306-07 Building Supplies & Maintenance	5,363.40
8308-07 Service Contracts	37,617.27
8315-07 Fees & Permits	888.15
8320-07 Building & Grounds	10,229.00
8330-01 Casual Labor	75.00
8335-07 Building Repairs	98,779.85
Total Building Expense	171,665.67
Computers/Technology	
8170-01 Computer Supplies	750.00
8171-01 Tech Service	40,863.39
8172-01 Computer Equipment	9,735.24
8172-02 Digital Divide Project	9.06
8175-01 SWAN	22,441.55
8180-01 Software	964.58
8190-01 Website	7,466.59
8195-01 Email	33.60
Total Computers/Technology	82,264.01
Insurance	
8460-05 Liability Insurance	19,497.00
Total Insurance	19,497.00
Interest Paid	
8600-02 Debt Service-Principal	5,097.82
8601-02 Debt Service-Interest	5,565.41
Total Interest Paid	10,663.23
Legal & Professional Services	
8400-01 Accounting	11,545.00
8401-04 Audit	8,450.00
8402-01 Legal Fees	8,512.58
8405-01 Appraisal	438.00
8406-01 Collection Agency	190.65
8430-01 Payroll Expenses	6,654.33
8435-01 Background Checks	228.00
Total Legal & Professional Services	36,018.56
Library Materials	
8090-01 Adult A/V	1,116.24
8091-01 Children's A/V	700.77
8097-01 Compact Disks-Music-Children	588.63
8104-01 Adult Fiction	13,459.80
8105-01 Adult Fiction/Non-Fiction	8,150.50
8106-01 Children Fiction / Non-Fiction	12,931.02
8107-01 Teen Fiction/Non-Fiction	5,704.29
8108-01 eBooks	8,667.86
8115-01 Adult Large Print	2,385.62

	Total
8120-01 Newspapers	1,821.10
8130-01 Internet Databases	11,326.86
8140-01 Periodicals	900.00
8141-01 Children Periodicals	379.96
8160-01 Adult DVDs - Fiction	4,879.18
8162-01 Children DVDs-movies	1,138.95
8163-01 YA DVDs	557.77
8164-01 Foreign Lang. DVDs	310.99
8166-01 Children's Games	2,445.31
Total Library Materials	77,464.85
Office Supplies & Software	
8202-01 Office Supplies	10,134.50
Total Office Supplies & Software	10,134.50
Programs & Strategic Initiatives	
8150-01 Children's Programs	2,762.12
8152-01 Children's Summer Reading Program	4,000.77
8153-01 Teen Programs	1,098.80
8154-01 Makerspaces/library of things	4,027.61
8155-01 Adult Programs	6,376.23
8156-01 Technology Programs	32.87
8157-01 Senior Programs	445.20
8158-01 Strategic Initiatives	25.98
Total Programs & Strategic Initiatives	18,769.58
Salaries	
7504-01 Circulation	222,487.00
7507-01 Pages	37,377.36
7508-01 Administration	304,232.91
7509-01 Facilities	2,627.56
Total Salaries	566,724.83
Travel & Training	
7700-01 Educational Training Trustees	998.91
7800-01 Educational Staff Training	3,852.04
8342-01 Lodging, Meals, Mileage	2,084.06
8355-01 Memberships	2,465.90
Total Travel & Training	9,400.91
Utilities	
8301-07 Internet/Phone	16,601.55
8302-07 Electricity	17,122.21
8303-07 Gas	8,215.90
8304-07 Water/Garbage	1,662.06
Total Utilities	43,601.72
Total Expenses	1,304,500.48
NET OPERATING INCOME	-53,022.95
OTHER EXPENSES	

	Total
8701-02 Debt Certificate Principle	25,700.00
Total Other Expenses	25,700.00
NET OTHER INCOME	-25,700.00
NET INCOME	\$ -78,722.95

Balance Sheet

As of June 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	143,176.97
1500-04 Cash-Audit Fund	10,620.72
1500-05 Cash-Liability Insurance Fund	46,771.81
1500-06 Cash-Unemployment Ins Fund	5,762.51
1500-07 Cash-Building Fund	41,213.15
1500-08 Cash-Social Security Fund	31,023.44
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-5,097.82
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	34,931.20
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	314,793.19
1501-01 First American Checking (5001)	38,472.78
1505-07 Chase Bank	7,767.11
1509-07 Cash - IPTIP IL Funds	94,536.95
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	512,485.06
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
Total Other Current Assets	769,811.24
Total Current Assets	1,282,296.30
TOTAL ASSETS	\$1,282,296.30

LIABILITIES AND EQUITY

Liabilities

	Total
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	688.09
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,850.11
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	17,637.86
Total Current Liabilities	17,637.86
Total Liabilities	17,637.86
Equity	
3200-00 Retained Earnings	337.39
5600-01 General Fund Balance	1,441,271.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	4,281.00
5600-05 Public Liability Fund Balance	43,302.00
5600-06 Unemployment Insurance Fund Balance	4,404.00
5600-07 Building Fund Balance	-134,324.00
5600-08 Social Security Fund Balance	-3,185.00
5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-78,722.95
Total Equity	1,264,658.44
TOTAL LIABILITIES AND EQUITY	\$1,282,296.30



North Riverside Public Library District

Balance Sheet

As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	143,176.97
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1509-07 Cash - IPTIP IL Funds	94,536.95
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	\$512,485.06

	TOTAL
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	0.00
2000-04 Taxes Receivable-Audit	0.00
2000-05 Taxes Receivable-Insurance	0.00
2000-06 Taxes Receivable-Liab Insur	0.00
2000-07 Taxes Recievable-Bldg Fund	0.00
2000-08 Taxes Receivable-SS Fund	0.00
2000-09 Taxes Receivable-Pension Fund	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
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1500-03 Kadlec Annuity #37743	402,915.09
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2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	0.00
2400-05 Prepaid Expenses 05	0.00
Total Other Current Assets	\$769,811.24
Total Current Assets	\$1,282,296.30
TOTAL ASSETS	\$1,282,296.30

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	688.09
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,850.11
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	0.00
4300-04 Deferred Tax Rev - Audit Fund	0.00
4300-05 Deferred Tax Rev Liability Fund	0.00
4300-06 Deferred Tax Rev Unemployment	0.00
4300-07 Deferred Tax Rev Building Fund	0.00
4300-08 Deferred Tax Rev SS	0.00
4300-09 Deferred Tax Rev Pension	0.00
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$17,637.86
Total Current Liabilities	\$17,637.86
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5600-09 Pension Fund Balance	-42,705.00
Opening Balance Equity	0.00
Net Income	-78,722.95
Total Equity	\$1,264,658.44
TOTAL LIABILITIES AND EQUITY	\$1,282,296.30

North Riverside Public Library District
Budget vs Actual
June 2022

REVENUE		Actual	Budget	100% % of Budget
6904-01	Donations	\$ 14,828	\$ 10,000	148%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 10,222	\$ 5,000	204%
6905-01	Grants	\$ 152,581	\$ 50,000	305%
6906-01	Interest	\$ 222	\$ 1,500	15%
6901-01	Property tax	\$ 1,063,044	\$ 1,124,759	95%
6915-15	Loan Proceeds	\$ -	\$ 172,000	0%
6920-01	Unrealized Income Annuities	\$ 3,333	\$ 20,000	17%
6909-01	Memorial Books/Lost & Paid Materials	\$ -	\$ -	0%
6910-01	Miscellaneous Revenue	\$ 7,248	\$ -	0%
	Total	\$ 1,251,478	\$ 1,368,259	91%

OPERATING EXPENSES		Actual	Budget	% of Budget
SALARIES				
7504-01	Clerks	\$ 222,487	\$ 222,200	100%
7507-01	Pages	\$ 37,377	\$ 27,200	137%
7508-01	Administration	\$ 304,233	\$ 288,775	105%
7509-01	Salaries - Grant	\$ 2,628	\$ -	0%
	Total	\$ 566,725	\$ 543,442	104%
BENEFITS				
7600-05	health insurance	\$ 32,572	\$ 31,200	104%
7650-09	IMRF	\$ 38,396	\$ 31,840	121%
7660-06	unemployment insurance	\$ (233)	\$ 800	-29%
7670-08	social security/mcare	\$ 43,099	\$ 37,257	116%
	Total	\$ 113,834	\$ 101,097	113%
TRAINING				
7700-01	educational training trustees	\$ 999	\$ 500	200%
7800-01	educational training staff	\$ 3,852	\$ 4,500	86%
	Total	\$ 4,851	\$ 5,000	97%

OPERATING EXPENSES	Actual	Budget	100% % of Budget
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MATERIALS

8090-01	books on CD-adult	\$ 1,116	\$ 1,500	74%
8091-01	books on CD-children	\$ 701	\$ 700	100%
8096-01	compact disks-music-adult	\$ -	\$ 400	0%
8097-01	compact disks-music-children	\$ 589	\$ 1,000	59%
8104-01	adult fiction	\$ 13,460	\$ 14,500	93%
8105-01	adult nonfiction	\$ 8,151	\$ 9,500	86%
8106-01	children's fiction/nonfiction	\$ 12,931	\$ 18,000	72%
8107-01	YA Fiction/nonfiction	\$ 5,704	\$ 6,000	95%
8108-01	eBooks	\$ 8,668	\$ 5,000	173%
8115-01	adult large print	\$ 2,386	\$ 2,000	119%
8120-01	newspapers	\$ 1,821	\$ 3,400	54%
8130-01	internet databases	\$ 11,327	\$ 16,000	71%
8140-01	adult periodicals	\$ 900	\$ 900	100%
8141-01	Children's Periodicals	\$ 380	\$ 500	76%
8160-01	adult DVDs-feature movies	\$ 4,879	\$ 6,000	81%
8161-01	Adult Games	\$ -	\$ 1,300	0%
8162-01	children's DVDs-movies	\$ 1,139	\$ 1,400	81%
8163-01	ya DVDs	\$ 558	\$ 1,400	40%
8164-01	foreign language DVDs	\$ 311	\$ -	0%
8166-01	children's games	\$ 2,445	\$ 2,500	98%
	Total	\$ 77,465	\$ 92,000	84%

PROGRAMS

8150-01	children's programs	\$ 2,762	\$ 3,000	92%
8152-01	children's summer reading program	\$ 4,001	\$ 4,000	100%
8153-01	ya programs	\$ 1,099	\$ 2,000	55%
8154-01	Makerspaces/library of things	\$ 4,028	\$ 4,000	101%
8155-01	adult programs	\$ 6,376	\$ 4,000	159%
8156-01	Technology programs	\$ 33	\$ 1,000	3%
8157-01	senior programs	\$ 445	\$ 2,000	22%
	Total	\$ 18,744	\$ 20,000	94%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 26	\$ 2,000	1%
	Total	\$ 26	\$ 2,000	1%

OPERATING EXPENSES	Actual	Budget	100% % of Budget
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COMPUTERS

8171-01	information technology	\$ 41,613	\$ 18,500	225%
8172-01	new computer equipment	\$ 9,735	\$ 10,000	97%
8172-02	Digital Divide Project	\$ 9	\$ -	0%
8175-01	mls computer fund	\$ 22,442	\$ 23,000	98%
8180-01	software	\$ 965	\$ 1,500	64%
8190-01	website	\$ 7,467	\$ 7,500	100%
8195-01	email	\$ 34	\$ 500	7%
	Total	\$ 82,264	\$ 61,000	135%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 10,135	\$ 14,000	72%
	Total	\$ 10,135	\$ 14,000	72%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 16,602	\$ 13,500	123%
8302-07	electricity	\$ 17,122	\$ 30,000	57%
8303-07	gas	\$ 8,216	\$ 6,000	137%
8304-07	water/garbage	\$ 1,662	\$ 2,000	83%
	Total	\$ 43,602	\$ 51,500	85%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 5,363	\$ 12,000	45%
8308-07	service contracts	\$ 37,617	\$ 43,000	87%
8315-07	fees and permits	\$ 888	\$ 1,950	46%
8330-01	casual labor	\$ 75	\$ 3,500	2%
8335-07	building repairs	\$ 127,722	\$ 204,000	63%
	Total	\$ 171,666	\$ 264,450	65%

TRAVEL

8342-01	lodging/meals/mileage	\$ 2,084	\$ 2,000	104%
	Total	\$ 2,084	\$ 2,000	104%

OPERATING EXPENSES	Actual	Budget	100% % of Budget
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OTHER EXPENSES

8355-01	memberships	\$ 2,466	\$ 2,200	112%
8360-01	Grants	\$ 115,268	\$ 50,000	231%
8361-01	Donations	\$ 12,233	\$ 10,000	122%
8365-01	library promotion	\$ 880	\$ 6,000	15%
8370-01	postage	\$ 3,317	\$ 3,000	111%
8375-01	Advertising	\$ 171	\$ 4,500	4%
8385-01	memorials and tributes	\$ 659	\$ 500	132%
8396-01	bank charges and fees	\$ 397	\$ 150	264%
8399-01	ILL Loss/Damage	\$ 138	\$ 250	55%
	Total	\$ 135,528	\$ 76,600	177%

OUTSIDE SERVICES

8400-01	accounting	\$ 11,545	\$ 15,000	77%
8401-01	audit	\$ 8,450	\$ 12,000	70%
8402-01	legal fees	\$ 8,513	\$ 6,000	142%
8404-01	Staff Recognition	\$ 540	\$ 2,500	22%
8405-01	appraisal	\$ 438	\$ 2,500	18%
8406-01	collection agency	\$ 191	\$ 200	95%
8408-01	strategic plan		\$ 500	0%
8410-01	printing	\$ 10,859	\$ 10,000	109%
8430-01	payroll expenses	\$ 6,654	\$ 5,000	133%
8435-01	background checks	\$ 228	\$ 200	114%
	Total	\$ 47,418	\$ 53,900	88%

INSURANCE

8460-05	liability insurance package	\$ 19,497	\$ 19,500	100%
	Total	\$ 19,497	\$ 19,500	100%

DEBT

8601-02	Debt Certificate Interest	\$ 5,565	\$ 16,500	0%
8701-02	Debt Certificate Principle	\$ 30,798	\$ 43,500	71%
	Total	\$ 36,363	\$ 60,000	61%

TOTAL OPERATING EXPENSES	\$ 1,330,200	\$ 1,366,489	97%
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NET INCOME	\$ (78,723)	\$ 1,770
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North Riverside Public Library District
Check Detail
June 2022

Date	Num	Name	Memo/Description	Amount
06/06/2022	14870	AEP ENERGY	4/27/22 - 05/26/22 29 days	\$ 1,878.58
06/06/2022	14871	Baker & Taylor	CHILDREN FICTION 0 NON FICTION	\$ 101.38
06/06/2022	14872	Black Stone	BOOKS ON CD ADULTS MAY & JUNE	\$ 129.55
06/06/2022	14873	CENGAGE Learning	Adult large Print	\$ 151.95
06/06/2022	14874	GRASSO GRAPHICS	SUMMER BOOKMARK	\$ 2,897.23
06/06/2022	14875	Hinckley Springs	2429867 051822	\$ 26.50
06/06/2022	14876	LEAF	3 COPIERS 13281849	\$ 668.00
06/06/2022	14877	Lauterbach & Amen, LLP	Profesional services for the month of May 2022	\$ 915.00
06/06/2022	14878	Martin Petersen Company, Inc.	TESTED CONNECTIONS, TRACED DOWN PROBLEM	\$ 564.00
06/06/2022	14879	Midwest Tape	YA DVD'S	\$ 29.99
06/06/2022	14880	NORTH RIVERSIDE LIBRARY FOUNDATION	3 STUFFED ANIMALS 9RAFFLE PRIZE)	\$ 60.00
06/06/2022	14881	Paychex - Human Resource Services	INV 12582836	\$ 57.00
06/06/2022	14882	SANDRA DIVERSIONES INFLABLES	INFLATABLE FOR SUMMER READING KICKOFF	\$ 260.00
06/06/2022	14883	Technology Management Rev Fund	billing T2225190	\$ 133.00
06/06/2022	14884	INGRAM LIBRARY SERVICES	MAY & JUNE INVOICES	\$ 1,051.48
06/06/2022	14885	Cathy Kolessar	CHAIR YOGA 08/22/22	\$ 50.00
06/06/2022	14886	Midwest Tape	502192484	\$ 290.32
06/06/2022	14887	Cathy Kolessar	CHAIR YOGA 07/25/22	\$ 50.00
06/07/2022	14909	LIMRICC	May/June	\$ 5,544.86
06/17/2022	14889	Rosewood Construction Group	Parking lot electrical	\$ 7,088.00
06/17/2022	14890	M&J Asphalt and Paving Company	Removal and repaving parking lot	\$ 41,078.00
06/20/2022	14891	Amazon	ACOUNT 60457 8781 008220 2	\$ 52.47
06/20/2022	14892	CENGAGE Learning	Adult large Print	\$ 30.39
06/20/2022	14893	Comcast	Internet SERV JUN 07 2022 - JUL 6 2022	\$ 328.73
06/20/2022	14894	COMCAST .	146150512	\$ 642.54
06/20/2022	14895	FIRST AMERICAN BANK .	JUNE STATEMENT	\$ 111.82
06/20/2022	14896	INGRAM LIBRARY SERVICES	SEE COPY PAPER	\$ 1,181.82

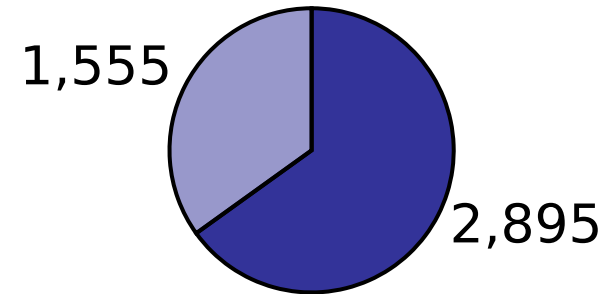
06/20/2022	14897	HR SOURCE	2022 public Library supplemental report participant	\$	150.00
06/20/2022	14898	Midwest Tape	MAY & JUNE INVOICE	\$	44.98
06/20/2022	14899	Village of N. Riverside	WATER	\$	337.55
06/20/2022	14900	Outsource Solutions Group	Inv 66616	\$	1,375.43
06/20/2022	14901	OverDrive, Inc	ADULT PRINT LARGE	\$	248.25
06/20/2022	14902	Proven IT.com	copy machines	\$	191.35
06/20/2022	14903	Roscoe	MATS	\$	161.98
06/20/2022	14904	Terminix	Invoice 419957253, 420978593	\$	113.64
06/20/2022	14905	Trimline Landscaping	APRIL, MAY AND JUNE	\$	510.00
06/20/2022	14906	Unique Management Services, Inc	INV 6101257	\$	19.70
06/20/2022	14907	CAROLINE WOODS	BOOK CLUB BOOKS	\$	168.00
06/20/2022	14908	Cathy Kolessar	STRETCHING AND MEDITATION 08/01/22	\$	50.00
06/27/2022	14910	CAPITAL ONE	JUNE STATEMENT	\$	10,735.51
06/27/2022	14911	Hinckley Springs	2429867 061522	\$	93.89
06/27/2022	14912	INGRAM LIBRARY SERVICES	ADULT FICTION, YA FICTION/NON FICTION	\$	200.28
06/27/2022	14913	Martin Petersen Company, Inc.	STORM POWER OFF, SINGLE PHASE	\$	684.00
06/27/2022	14914	Veronica Martinez	OFFICE SUPPLIES COFFEE	\$	35.47
06/27/2022	14915	Midwest Tape	YA DVD'S	\$	29.24
06/27/2022	14917	Cathy Kolessar	STRECHING AND MEDITATION 08/22/22	\$	50.00
06/29/2022	14918	INGRAM LIBRARY SERVICES	ADULT FICTION/NON FICTION, YA FICTION/NON FICTION	\$	470.11
06/29/2022	14919	Quinlan Security Systems	CLOSED CIRCUIT TELEVISION SYSTEM ADDITIONS	\$	504.60
06/29/2022	14920	CENGAGE Learning	ADULT LARGE PRINT	\$	60.78
06/30/2022		5071035069	Loan 5071035069	\$	5,097.82
06/30/2022		Paychex - Human Resource Services	Payroll 06.22	\$	469.15
06/30/2022		Nicor Gas	GAS	\$	1,012.84
06/30/2022		IMRF	IMRF - June	\$	5,256.74
Total				\$	93,443.92

Item Library

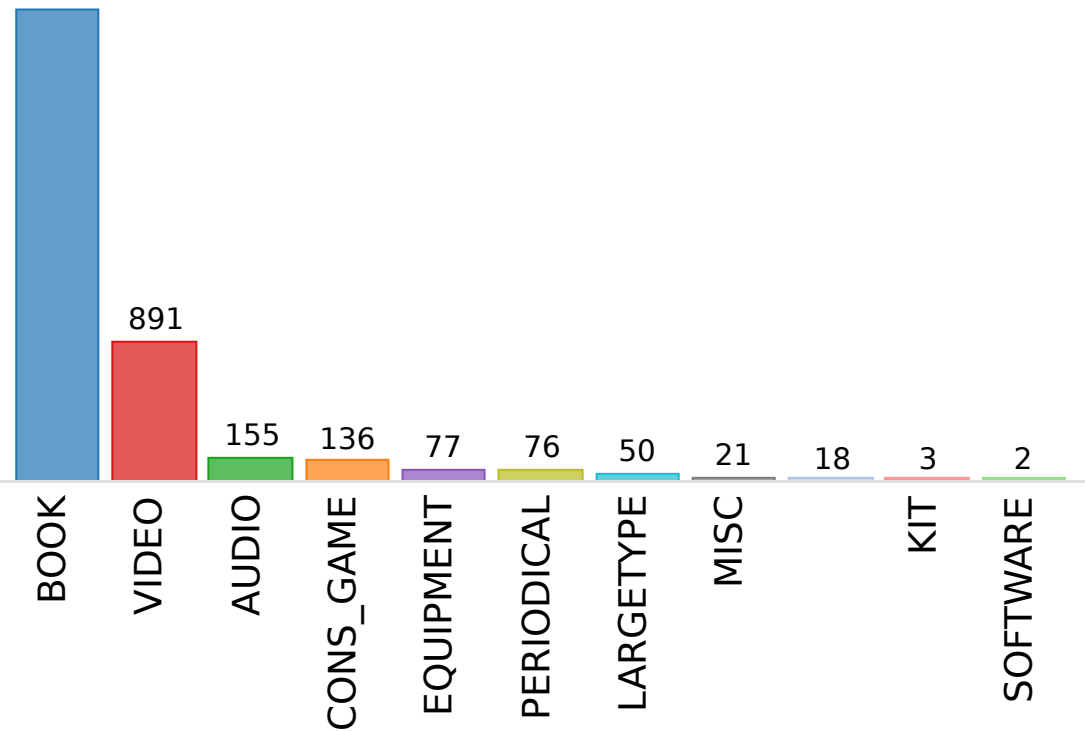
NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	4,450	100.00%
Charge Item Part B	2,895	65.06%
Renew Item	1,555	34.94%



Item Cat1	Transactions	% of Total
Total	4,450	100.00%
BOOK	3,021	67.89%
VIDEO	891	20.02%
AUDIO	155	3.48%
CONS_GAME	136	3.06%
EQUIPMENT	77	1.73%
PERIODICAL	76	1.71%
LARGETYPE	50	1.12%
MISC	21	0.47%
	18	0.40%
KIT	3	0.07%
SOFTWARE	2	0.04%



Item Library

NRS

Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
Total	4,450	100.00%
BOOK	2,463	55.35%
BOOK_NEW	570	12.81%
DVD_FEAT	514	11.55%
DVD_NEWFEA	154	3.46%
CONSOLEGAM	115	2.58%
DVD_BOXSET	85	1.91%
PERIODICAL	76	1.71%
CD_AUDIO	73	1.64%
BLURAY_NFE	51	1.15%
EQUIPMENTC	51	1.15%
CD_SPOKEN	45	1.01%
BLURAY_FEA	41	0.92%
LARGETYPE	33	0.74%
EQUIPMENT	26	0.58%
CONSOLENEW	24	0.54%
DVD	23	0.52%
REALIA	21	0.47%
LARGETYPEN	16	0.36%
CD_NEW	14	0.31%
CD_SPOKNEW	12	0.27%
DVD_BOXNEW	12	0.27%
DVD_NEWFEJ	10	0.22%
PAPERBACK	9	0.20%
KIT_NEW	3	0.07%
NS_ILL_PRT	3	0.07%
NS_ILL_VID	3	0.07%
CD_ROM	2	0.04%

Item Home Location	Transactions	% of Total
Total	4,450	100.00%
STACKS_JUV	1,664	37.39%
STACKS	1,636	36.76%
NEW_ADULT	593	13.33%
YOUNGADULT	289	6.49%
NEW_JUV	202	4.54%
NEW_YA	60	1.35%
ILL_IN	6	0.13%

Item Library

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		4,450	100.00%
NRS	NRS_ADULT	1,727	38.81%
		1,437	32.29%
NRS	NRS_JUV	337	7.57%
RSS	RSS_ADULT	118	2.65%
BYS	BYS_ADULT	85	1.91%
EPS	EPS_PATRON	41	0.92%
OPS	OPS_PATRON	29	0.65%
NRS	CHICAGO_P	28	0.63%
CIS	CIS_JUV	27	0.61%
BFS	BFS_PATRON	25	0.56%
CIS	CIS_ADULT	24	0.54%
NRS	ONLINE	22	0.49%
MWS	MWS_ADULT	21	0.47%
RGS	RGS_ADULT	21	0.47%
LPS	LPS_PATRON	20	0.45%
WMS	WMS_PATRON	20	0.45%
GVD	GVD_PATRON	19	0.43%
SCD	SCD_PATRON	19	0.43%
BRS	BRS_ADULT	17	0.38%
CSD	CSD_PATRON	17	0.38%
FPS	FPS_ADULT	17	0.38%
GED	GED_PATRON	17	0.38%
INS	INS_PATRON	17	0.38%
DGS	DGS_PATRON	16	0.36%
RSS	RSS_JUV	16	0.36%
HDS	HDS_ADULT	15	0.34%
TPS	TPS_PATRON	15	0.34%

Item Library

NRS

Checkouts & Renewals of Your Items

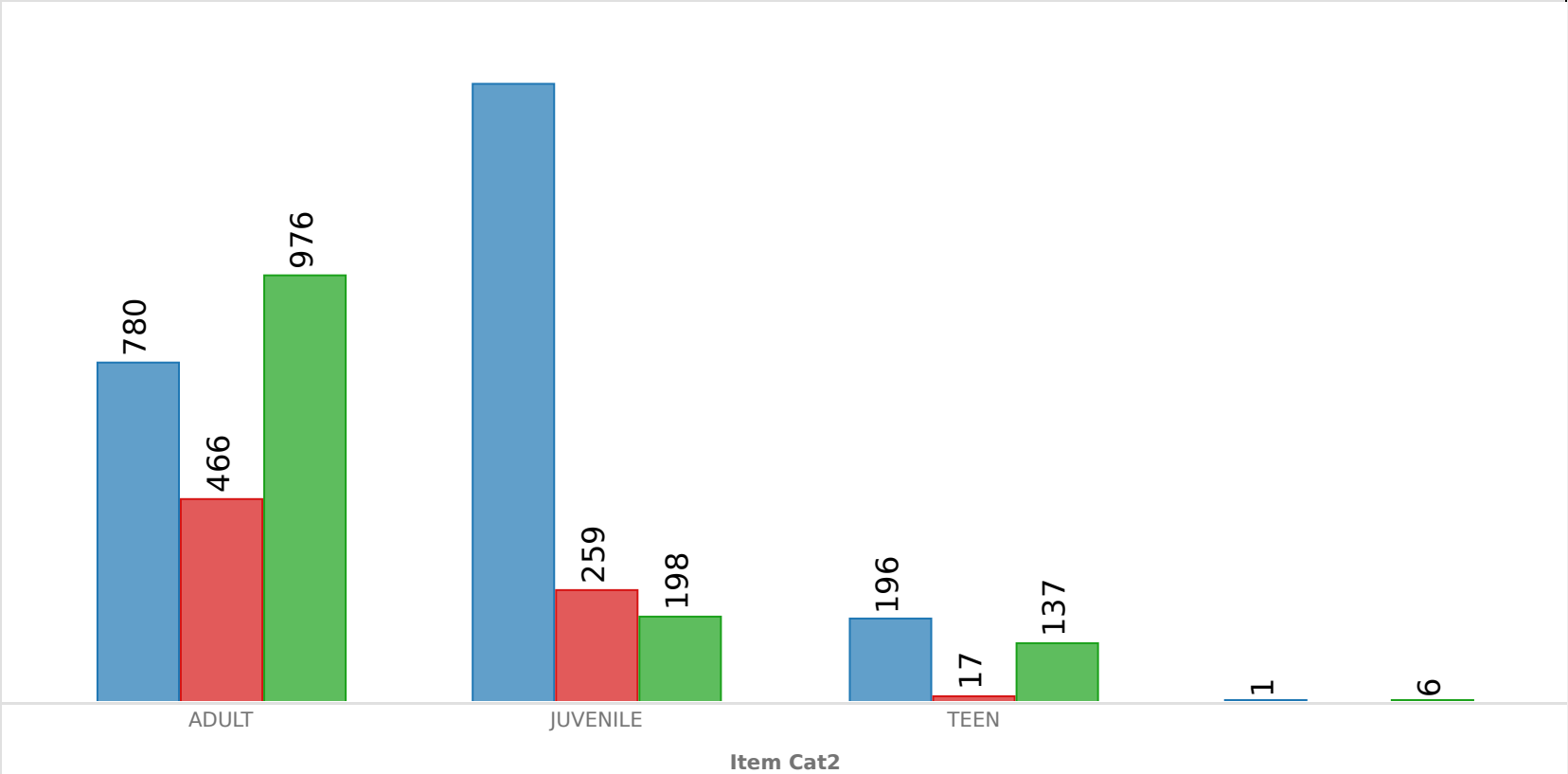
Item Cat2	Transactions	% of Total
ADULT	2,222	49.93%
JUVENILE	1,871	42.04%
TEEN	350	7.87%
	7	0.16%
Total	4,450	100.00%

Item Cat3	Transactions	% of Total
FICTION	2,391	53.73%
NONFICTION	742	16.67%
	1,317	29.60%
Total	4,450	100.00%

Circs by Cat2 & Cat3

Item Cat3

- FICTION
- NONFICTION
-

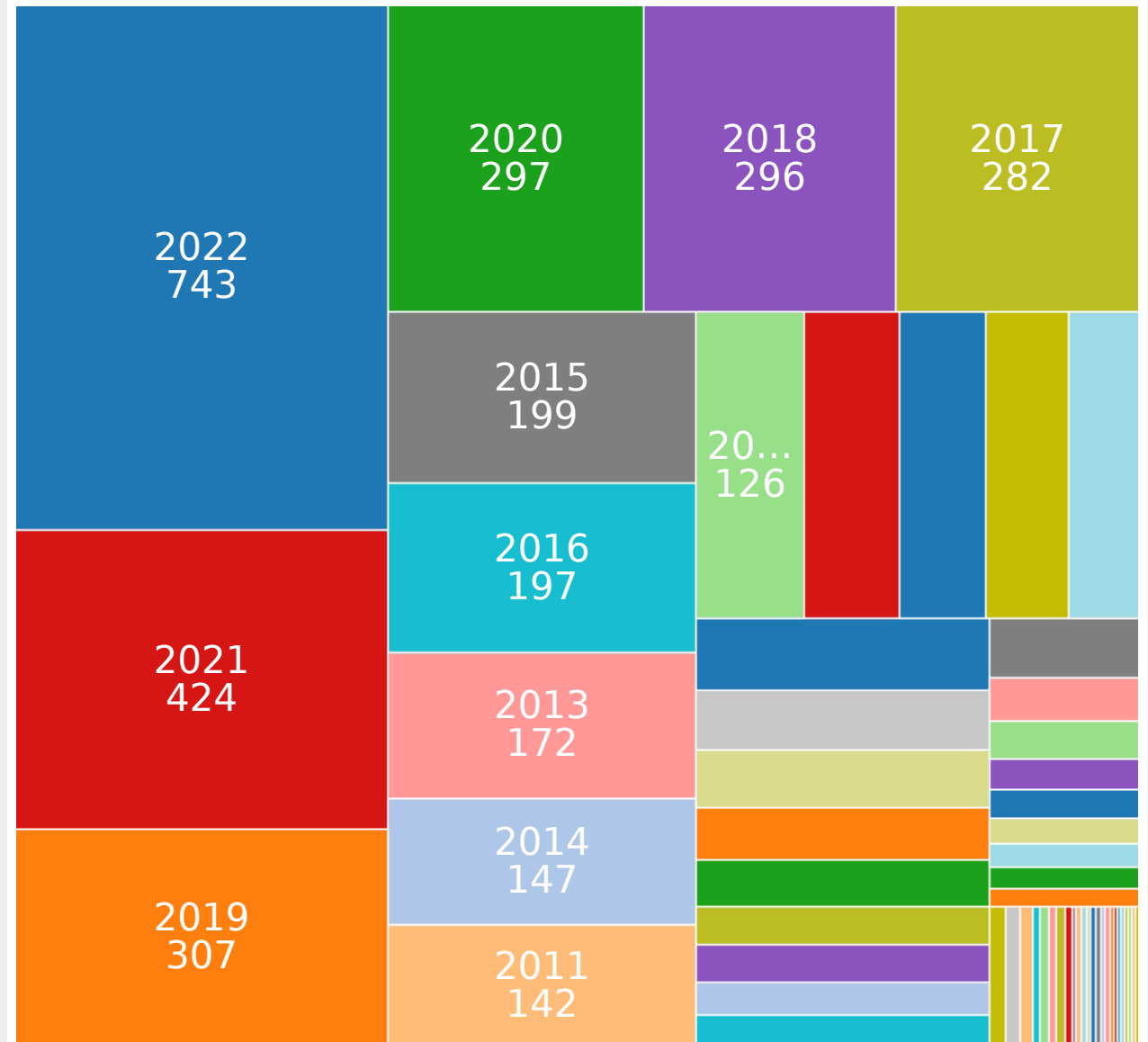


Item Library

NRS

Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	4,450	100.00%
2022	743	16.70%
2021	424	9.53%
2019	307	6.90%
2020	297	6.67%
2018	296	6.65%
2017	282	6.34%
2015	199	4.47%
2016	197	4.43%
2013	172	3.87%
2014	147	3.30%
2011	142	3.19%
2012	126	2.83%
2005	111	2.49%
2006	101	2.27%
2010	96	2.16%
2008	81	1.82%
0	80	1.80%
2007	65	1.46%
2009	65	1.46%
2003	59	1.33%
2004	52	1.17%
2001	42	0.94%
2002	41	0.92%
1998	37	0.83%
2000	35	0.79%
1999	33	0.74%
1997	25	0.56%
1996	21	0.47%
1987	17	0.38%
1990	17	0.38%



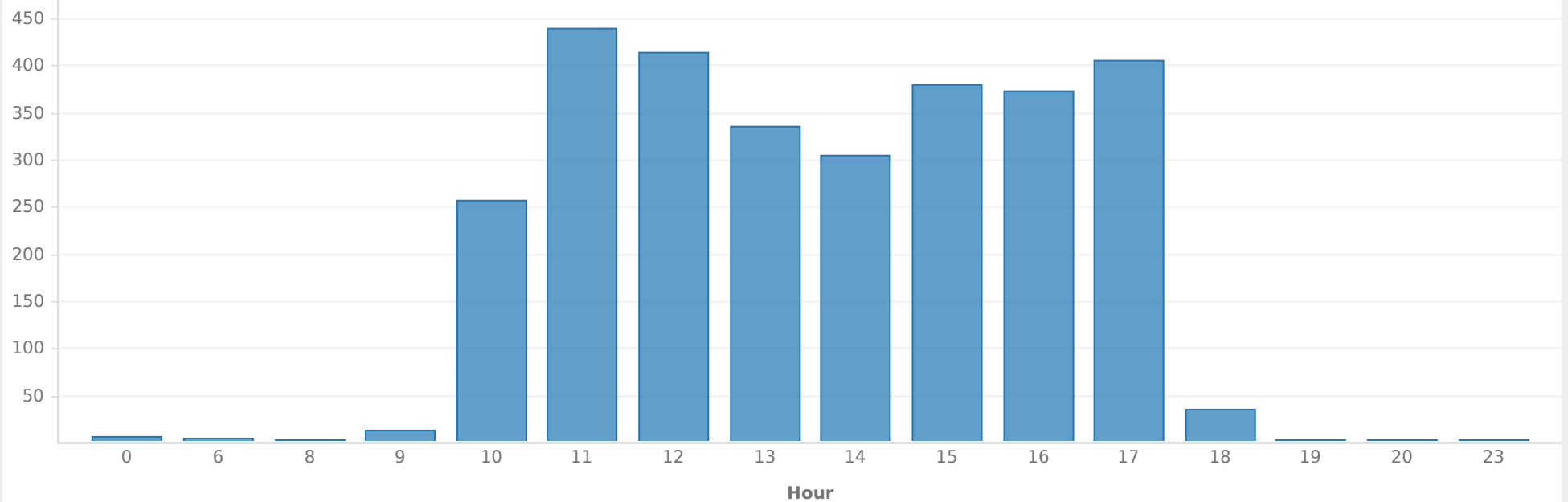
Station Library

Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	4,424	100.00%
Charge Item Part B	2,843	64.26%
Renew Item	1,581	35.74%

Trans Stat Station Login User Access	Transactions	% of Total
Total	4,424	100.00%
NRSCIRCSR	1,910	43.17%
AUTORENEW	1,447	32.71%
NRSTECHSR	1,044	23.60%
PUBLIC	23	0.52%

Average Transactions per Hour



Station Library

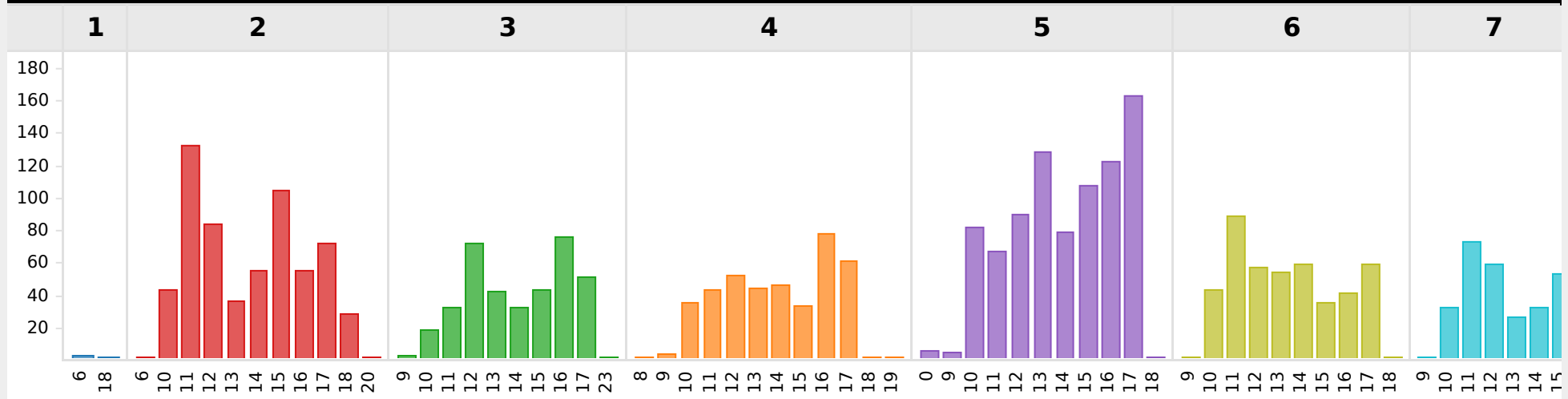
NRS

Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	4	0.13%
Monday	617	20.73%
Tuesday	376	12.63%
Wednesday	405	13.60%
Thursday	854	28.69%
Friday	442	14.85%
Saturday	279	9.37%

Hour	Transactions	% of Total
8	2	0.07%
9	14	0.47%
10	258	8.70%
11	439	14.81%
12	414	13.97%
13	335	11.30%
14	305	10.29%
15	380	12.82%
16	374	12.62%
17	406	13.70%
18	35	1.18%
19	1	0.03%
20	1	0.03%

Circs by Hour and Day



Station Library

Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	2,977	100.00%
NRS	2,513	84.41%
RSS	130	4.37%
BYS	89	2.99%
CIS	49	1.65%
EPS	36	1.21%
MWS	22	0.74%
RGS	21	0.71%
BRS	18	0.60%
FPS	17	0.57%
BFS	16	0.54%
OPS	16	0.54%
LPS	15	0.50%
WMS	13	0.44%
WCS	6	0.20%
ILL_LIBS	5	0.17%
LGS	3	0.10%
RFS	3	0.10%
INS	2	0.07%
LYS	1	0.03%
MPS	1	0.03%
OZS	1	0.03%

Library Items at Your Library

Item Library	Transactions	% of Total
Total	2,977	100.00%
NRS	2,582	86.73%
DGS	22	0.74%
OPS	17	0.57%
ESS	16	0.54%
WVD	15	0.50%
OLS	14	0.47%
BYS	13	0.44%
TPS	12	0.40%
SCD	11	0.37%
INS	10	0.34%
AMS	9	0.30%
BLD	9	0.30%
GED	9	0.30%
GVD	9	0.30%
CRS	8	0.27%
GSD	8	0.27%
VPD	8	0.27%
BDD	7	0.24%
BIS	7	0.24%
LSS	7	0.24%
OBD	7	0.24%
ADS	6	0.20%
EVS	6	0.20%
MTC	6	0.20%

Station Library

Checkouts & Renewals by Library & User Profile at Your Library

Library Users/Profiles at Your Library

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,977	100.00%
NRS	NRS_ADULT	2,099	70.51%
	NRS_JUV	348	11.69%
RSS	RSS_ADULT	115	3.86%
BYS	BYS_ADULT	80	2.69%
EPS	EPS_PATRON	36	1.21%
NRS	CHICAGO_P	28	0.94%
CIS	CIS_JUV	27	0.91%
	CIS_ADULT	22	0.74%
MWS	MWS_ADULT	22	0.74%
NRS	ONLINE	22	0.74%
RGS	RGS_ADULT	21	0.71%
BRS	BRS_ADULT	18	0.60%
FPS	FPS_ADULT	17	0.57%
BFS	BFS_PATRON	16	0.54%
LPS	LPS_PATRON	15	0.50%
RSS	RSS_JUV	15	0.50%
OPS	OPS_PATRON	14	0.47%
WMS	WMS_PATRON	13	0.44%
BYS	BYS_JUV	9	0.30%
NRS	TEACHER	7	0.24%
WCS	WCS_PATRON	6	0.20%
ILL_LIBS	CHICAGO_P	5	0.17%
NRS	NRSCIRCJR	5	0.17%
	NRSCIRCSR	4	0.13%
LGS	LGS_PATRON	3	0.10%
RFS	RFS_ADULT	3	0.10%
INS	INS_PATRON	2	0.07%
OPS	CHICAGO_P	2	0.07%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		2,977	100.00%
NRS	NRS_ADULT	1,725	57.94%
	NRS_JUV	337	11.32%
	RSS_ADULT	115	3.86%
	BYS_ADULT	80	2.69%
	EPS_PATRON	36	1.21%
	CHICAGO_P	35	1.18%
	CIS_JUV	27	0.91%
	CIS_ADULT	22	0.74%
	ONLINE	22	0.74%
	MWS_ADULT	21	0.71%
	RGS_ADULT	21	0.71%
DGS	NRS_ADULT	20	0.67%
NRS	BRS_ADULT	17	0.57%
OPS	NRS_ADULT	17	0.57%
ESS	NRS_ADULT	15	0.50%
NRS	BFS_PATRON	15	0.50%
	RSS_JUV	15	0.50%
WVD	NRS_ADULT	15	0.50%
NRS	FPS_ADULT	14	0.47%
	OPS_PATRON	14	0.47%
BYS	NRS_ADULT	13	0.44%
NRS	WMS_PATRON	13	0.44%
OLS	NRS_ADULT	13	0.44%
NRS	LPS_PATRON	12	0.40%
TPS	NRS_ADULT	12	0.40%
INS	NRS_ADULT	10	0.34%
SCD	NRS_ADULT	10	0.34%
AMS	NRS_ADULT	9	0.30%
BLD	NRS ADULT	9	0.30%

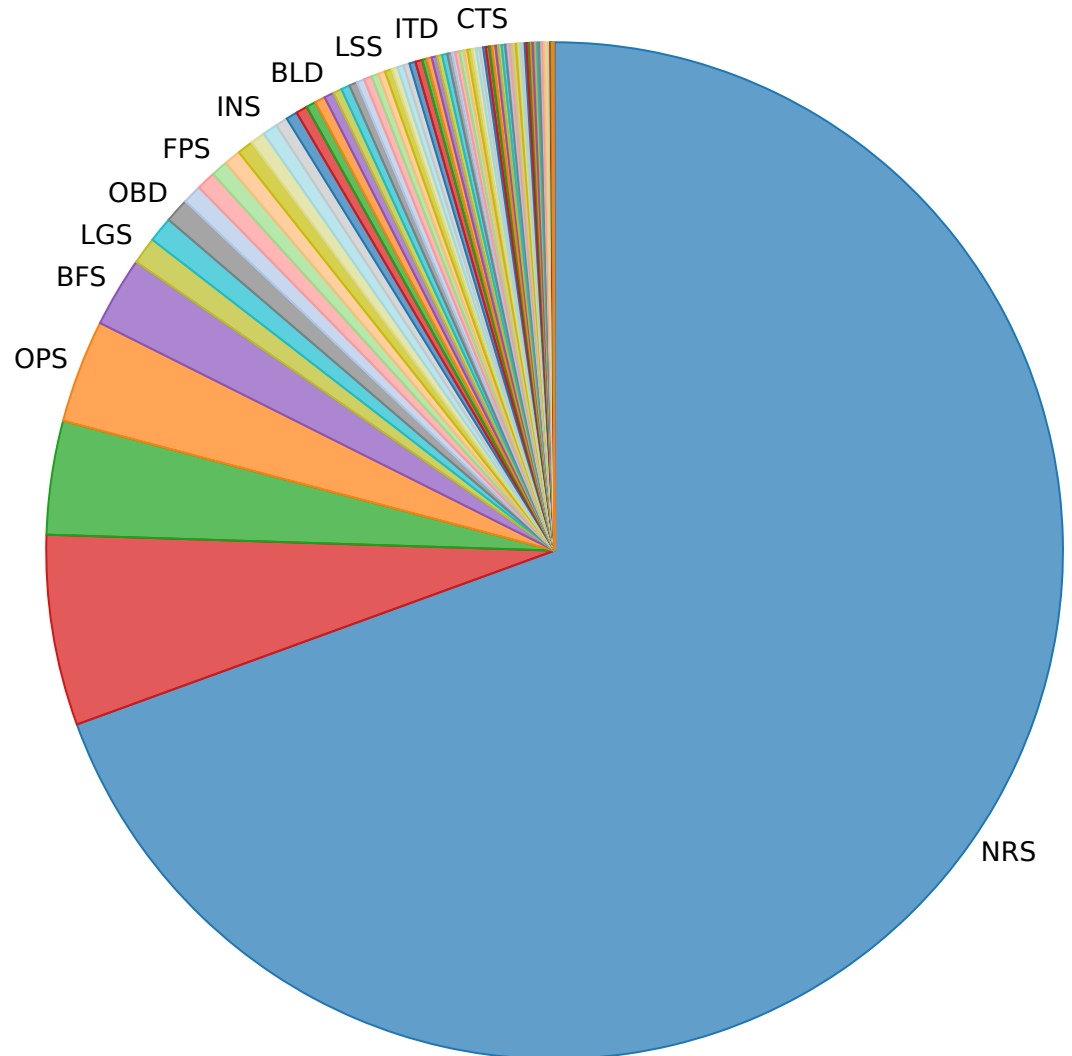
User Library

NRS

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	3,069	100.00%
NRS	2,130	69.40%
RSS	186	6.06%
BYS	111	3.62%
OPS	101	3.29%
BFS	68	2.22%
LGS	26	0.85%
DGS	25	0.81%
OBD	24	0.78%
LPS	19	0.62%
ESS	18	0.59%
FPS	17	0.55%
WVD	16	0.52%
OLS	15	0.49%
VPD	15	0.49%
INS	14	0.46%
TPS	12	0.39%
GED	11	0.36%
GVD	11	0.36%
AMS	10	0.33%
SCD	10	0.33%
BLD	9	0.29%
WRS	9	0.29%
CRS	8	0.26%
GSD	8	0.26%
WMS	8	0.26%

Your Users Checkout Items from...

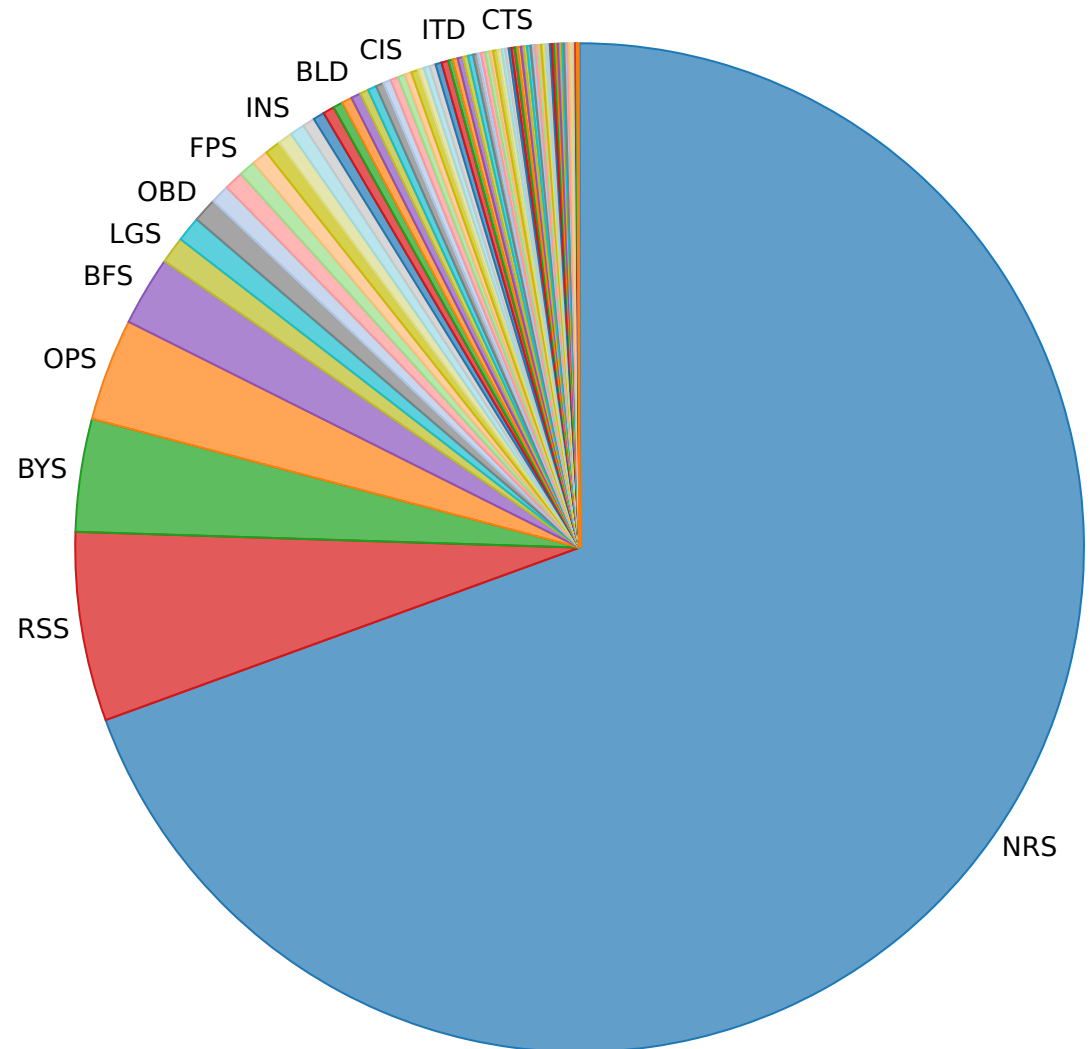


User Library

Checkouts & Renewals from Your Patrons

Station Library	Transaction	% of Total
Total	3,069	100.00%
NRS	2,513	81.88%
RSS	181	5.90%
BYS	107	3.49%
OPS	82	2.67%
BFS	79	2.57%
LGS	23	0.75%
OBD	18	0.59%
FPS	16	0.52%
LPS	13	0.42%
SFS	6	0.20%
VPD	6	0.20%
NRS_L	5	0.16%
WRS	4	0.13%
BRS	3	0.10%
CIS	3	0.10%
DGS	2	0.07%
INS	2	0.07%
TFS	2	0.07%
CNS	1	0.03%
GED	1	0.03%
MCS	1	0.03%
WCS	1	0.03%

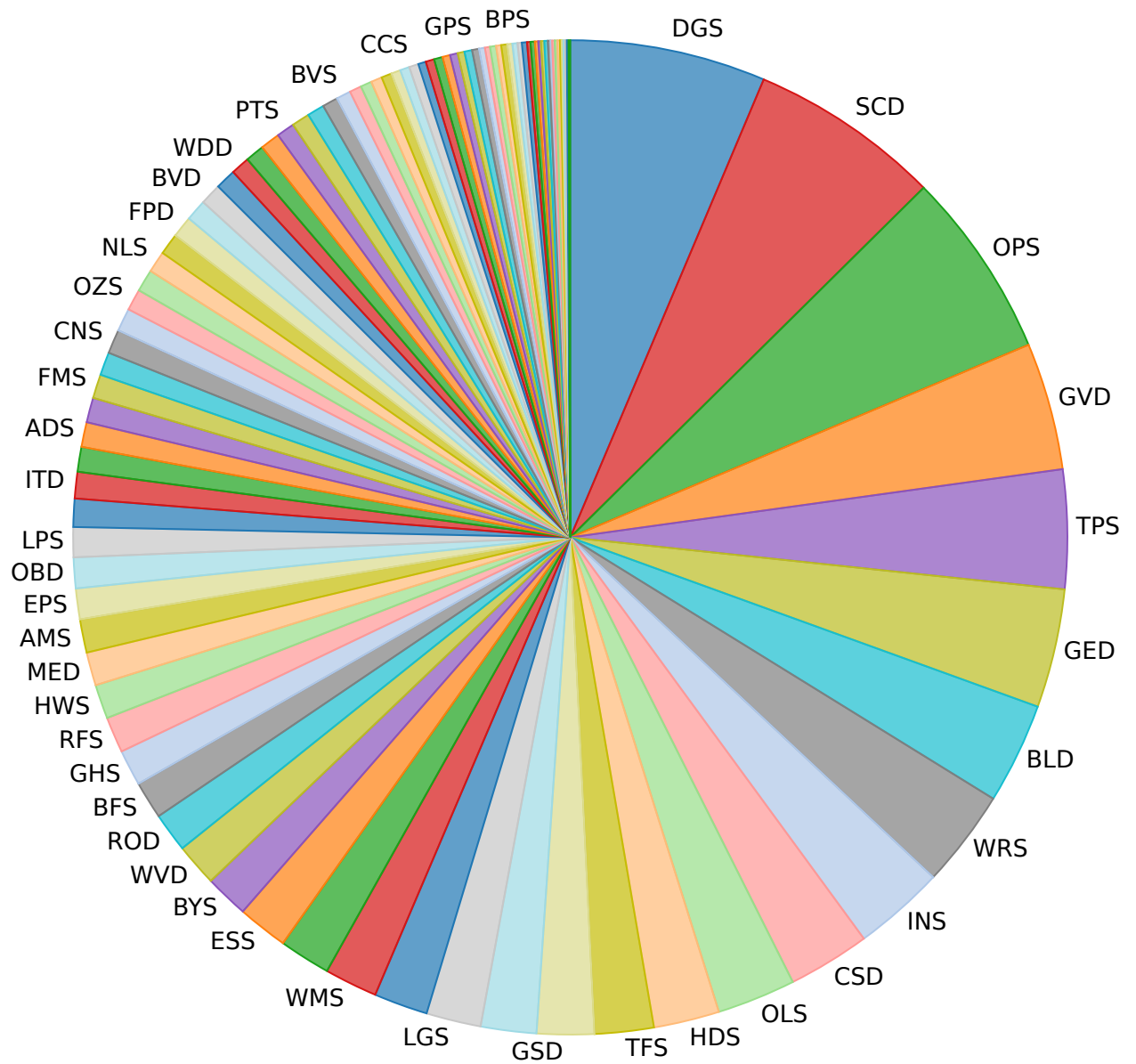
Your Users Checkout at...



Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	1,199,122	100.00%
DGS	76,014	6.34%
SCD	74,620	6.22%
OPS	72,909	6.08%
GVD	49,441	4.12%
TPS	46,459	3.87%
GED	46,409	3.87%
BLD	39,105	3.26%
WRS	37,920	3.16%
INS	35,798	2.99%
CSD	31,857	2.66%
OLS	30,654	2.56%
HDS	25,790	2.15%
TFS	22,764	1.90%
GSD	22,545	1.88%
VPD	21,730	1.81%
LGS	21,205	1.77%
BDD	20,790	1.73%
WMS	20,787	1.73%
FRS	20,059	1.67%
ESS	19,661	1.64%
BYS	17,000	1.42%
WVD	16,525	1.38%
ROD	15,400	1.28%
BFS	14,612	1.22%
GHS	14,174	1.18%
RFS	13,888	1.16%
HWS	13,171	1.10%
MED	13,141	1.10%
AMS	12,914	1.08%
EPS	12,054	1.01%
OBD	11,987	1.00%
LPS	11,591	0.97%
WCD	11,102	0.93%
ITD	10,398	0.87%

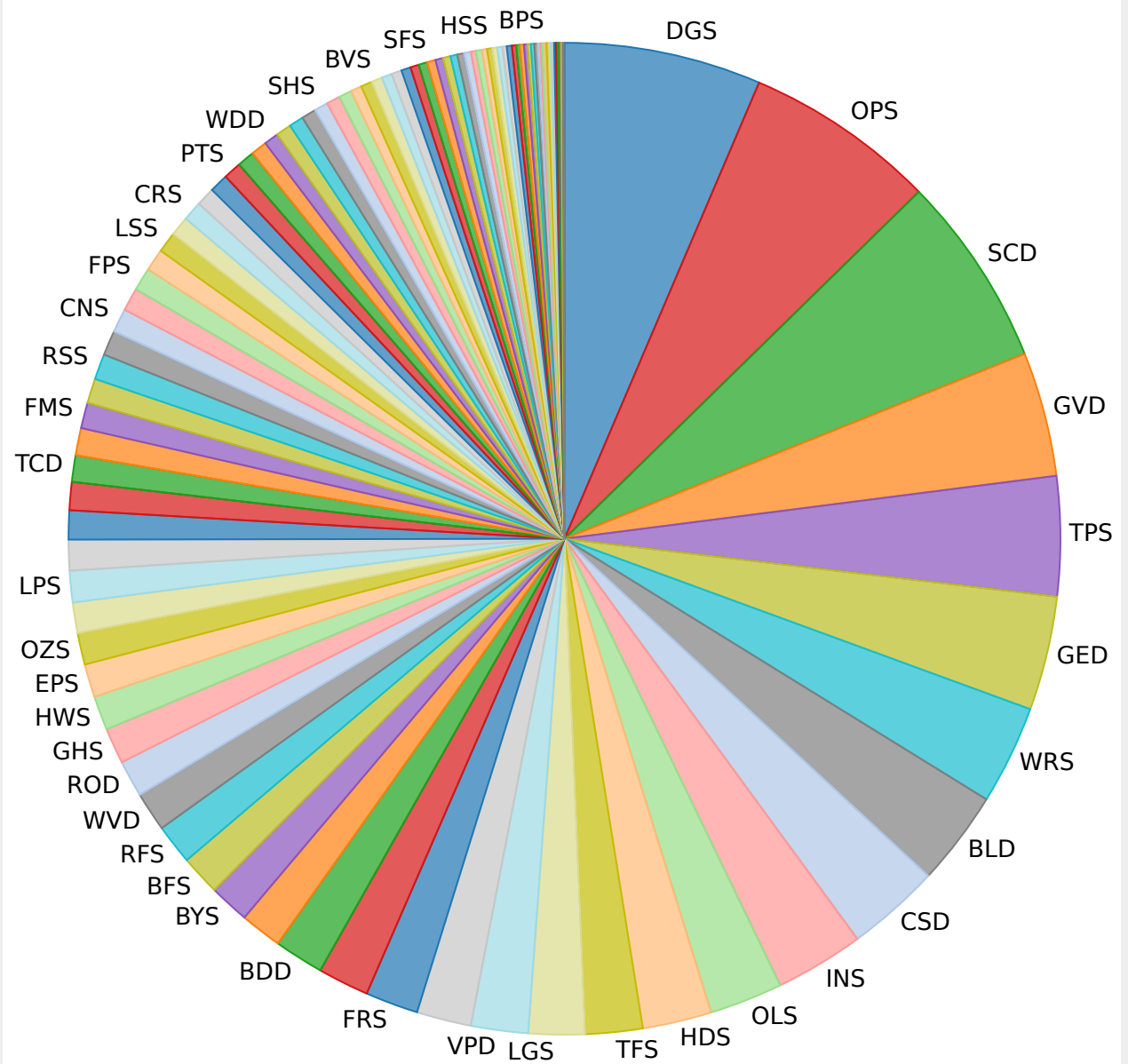
Item Circs by Item Library



Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	1,199,122	100.00%
DGS	76,710	6.40%
OPS	74,934	6.25%
SCD	74,811	6.24%
GVD	48,577	4.05%
TPS	46,665	3.89%
GED	44,630	3.72%
WRS	38,572	3.22%
BLD	37,216	3.10%
CSD	36,577	3.05%
INS	34,751	2.90%
OLS	28,570	2.38%
HDS	26,791	2.23%
TFS	22,476	1.87%
LGS	22,068	1.84%
VPD	22,025	1.84%
WMS	21,479	1.79%
FRS	20,500	1.71%
GSD	20,065	1.67%
BDD	19,274	1.61%
ESS	16,451	1.37%
BYS	15,728	1.31%
BFS	15,654	1.31%
RFS	15,550	1.30%
WVD	15,345	1.28%
ROD	14,235	1.19%
GHS	14,022	1.17%
HWS	13,531	1.13%
EPS	12,782	1.07%
OZS	12,258	1.02%
MED	12,255	1.02%
LPS	12,204	1.02%
WCD	12,057	1.01%
OBD	11,284	0.94%
AMS	10,805	0.91%

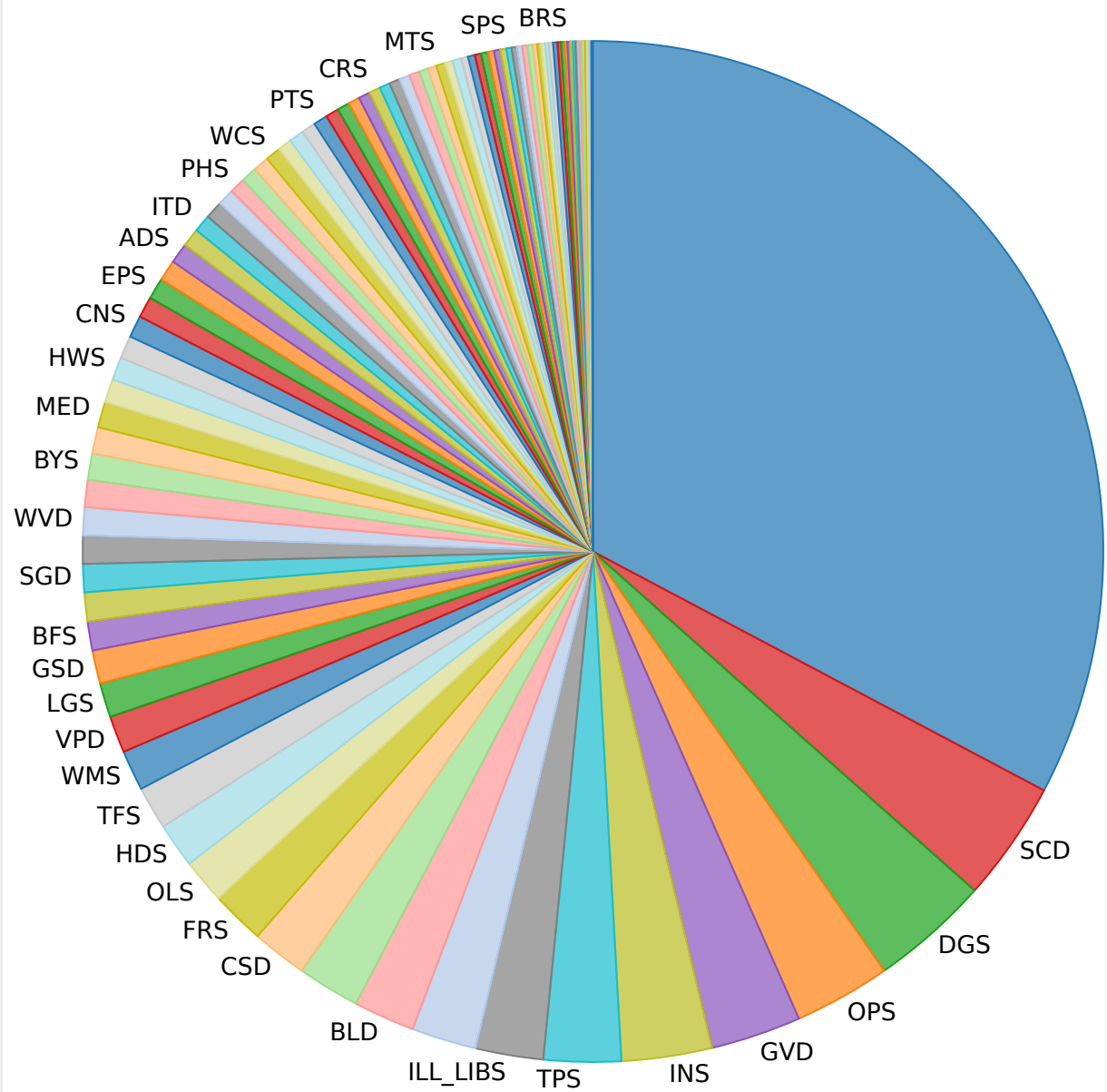
Item Circs by Station Library



Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	1,199,122	100.00%
	392,425	32.73%
SCD	45,561	3.80%
DGS	45,209	3.77%
OPS	36,697	3.06%
GVD	34,323	2.86%
INS	34,198	2.85%
TPS	29,494	2.46%
ILL_LIBS	25,624	2.14%
GED	24,490	2.04%
BLD	23,556	1.96%
WRS	23,546	1.96%
CSD	20,993	1.75%
FRS	20,206	1.69%
OLS	17,096	1.43%
HDS	16,987	1.42%
TFS	16,501	1.38%
WMS	15,097	1.26%
VPD	13,987	1.17%
LGS	13,029	1.09%
GSD	12,694	1.06%
BFS	11,031	0.92%
BDD	11,014	0.92%
SGD	10,718	0.89%
ESS	10,574	0.88%
WVD	10,485	0.87%
ROD	10,378	0.87%
BYS	10,131	0.84%
RFS	9,905	0.83%
MED	9,566	0.80%
GHS	9,184	0.77%
HWS	8,647	0.72%
LPS	8,621	0.72%
CNS	8,207	0.68%
TCN	8,067	0.67%

Item Circs by User Library



NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

ANNUAL TREASURER'S REPORT FOR

FISCAL YEAR ENDING JUNE 30, 2022

Summary of Condition

	Total
Revenue	
Taxes	\$1,063,044
Fines/Fees	\$10,222
Grants & Donations	\$167,409
Interest	\$222
Misc.	\$10,581
Total Revenues	\$1,251,478
Expenditures	
Culture & Recreation	\$1,330,200
Capital	\$0
Total Expenditures	\$1,330,200
Net Changes in Fund Balances	(\$78,723)

Disbursements - Aggregate

Vendor Payments over \$2,500:

AEP Energy \$19,482.19; AT&T \$4,531.30; ATLAS Door Repair \$3,098; AWE Acquisitions \$9,342; BA Solutions \$18,195; Baker & Taylor \$4,487.62; Capital One \$120,678.16; Comcast \$10,043.80; Coverall North America \$6,382.68; Elena Yescas \$2,900.00; Empire Today \$48,768.23; First American Bank \$31,265.41; Franczek Radelet \$9,842.76; Grasso Graphics \$10,859.09; GW& Associates \$8,000.00; Hallett Movers \$9,050.00; IMRF \$21,338.90; Ingram Library Services \$32,832.65; Lauterbach & Amen, LLP \$12,445.00; LRAF \$7,607.94; Library Furniture International \$10,229.00; LIMRiCC \$37,694.64; M&J Asphalt \$41,078.00; Martin Peterson Company \$9,382.38; Midwest Tape \$6,274.92; Mike's Concrete \$14,830.00; Nicor Gas \$8,629.17; Outsource Solutions Group \$19,024.88; OverDrive, Inc. \$9,852.01; Paychex \$2,761.22; Preferred Plumbing Inc. \$2,570.00; Quinlan Security Systems \$2,523.00; Rosewood Construction \$34,696.00; Smiota \$18,713.00; SWAN \$25,853.86; Trimline Landscaping \$8,260.00; Utica National Insurance Group \$18,253.00; Versatile Computer Service \$3,924.98; Vendors Paid under \$2,500.00: \$132,761.02; Total All Vendors: \$1,330,200.00

Personnel Services:

Under \$25,000; Avila, Admaryz; Bonilla, Sarah; Colins, Rowett; Cooper, Mary; Duran, Nicole; Fingers, Alice; Gallegos, Athziry; Kroc, Gloria; LeMesurier, Ross; Martinez, Veronica; Mastandrea, Lucy; Meade, Constance; O'Brien, Carlene; Rouleau, Bryant; Silhavy, Joseph, Silvestri, Barbara; Stubitsch, Colette, Swade, Laurie, Usonis, Karolis, Vassos, Christine, Webster, Elizabeth, Williamson, Clark \$25,000-49,999; Curran, Marla; Musial, Britney \$50,000-74,999 Bradley, Michael; Locander, Susan \$75,000-\$99,999 Starosta, Natalie; Gross Payroll: \$566,725

APPROVED: _____

Kathy Bonnar, Treasurer

Board of Library Trustees

North Riverside Public Library District

Cool County, Illinois

	NRPL Current 22/23	Survey	Survey description of
ADMINISTRATORS	Payrates	Averages	position
Director	40	\$79,848.00	\$89,314.00 Serves as the top paid a
Circulation Mgr	40	\$26.01	\$25.31 Directs circulation activi
Youth Services Mgr	40	\$20.01	\$28.04 Direct children and you
Adult/Teen Mgr	40	\$25.45	\$28.79 Directs adult programm
Technical Services Mgr	40	\$20.28	\$26.96 Directs material purcha
Adult Services			
Makerspace/studio speciali	19	\$14.56	\$20.17 Respond to requests for
Specialist librarian	25	\$14.56	\$22.52 Serves the library in a lil
Librarian	32	\$14.88	\$22.51 Maintains library collect
Librarian	19	\$14.30	\$22.51 Maintains library collect
Circulation			
Computer lab assistant	19	\$14.68	\$16.68 Monitors the operation
Library clerk	10	\$13.10	\$13.85 Provides general support
Library clerk	12	\$13.10	\$13.85 Provides general support
Library clerk	4.5	\$16.14	\$13.85 Provides general support
Circulation supervisor	25	\$15.01	\$19.19 Under general supervisi
Library clerk	12	\$15.03	\$13.85 Provides general support
Circulation supervisor	26.5	\$17.53	\$19.19 Under general supervisi
Library clerk	1	\$13.00	\$13.85 Provides general support
Library clerk	8	\$13.50	\$13.85 Provides general support
PAGES/FACILITIES			
Shelver/Page	14.5	\$13.50	\$12.50 Moves and unloads cart
Maintenance worker	35	\$15.00	\$19.51 General maintenance p
Youth Services			
Library Clerks	16	\$14.56	\$13.85 Provides general support
Library Clerks	15	\$14.89	\$13.85 Provides general support
Administrative Assistant	15	\$18.45	\$19.68 Perform administrative
Library Clerks	25	\$14.30	\$13.85 Provides general support
Library Clerks	36	\$16.33	\$14.85 Provides general support

Other categories also done by
this person

HR Mgr, Business Mgr, Payroll Administrator

Assistant Director, Program /Outreach coordinator

Early Literacy coordinator, school coordinator, program/outreach coordinator, volunteer coordinator

Teen Mgr, Reference Mgr Assistant Director, Program/Outreach coordinator , volunteer coordinator

Library Assistant, Library Clerk

Library Assistant

Library Assistant

Library Assistant

Library Assistant

Library Assistant

Library Assistant

Library Assistant

Shelver/Page, Custodian

Librarian (has mlis)

Librarian (has mlis)

Library Clerk, Outreach

Librarian (has mlis), Library Assistant

(No MLIS)

2022 Library Survey

A survey of compensation and benefits especially for libraries.

RESULTS



2022 Library Survey

Published Date: June, 2022
Next Publication: June, 2023

Confidential Survey Report

This survey is provided with the understanding that the information will:

- remain strictly confidential
- be restricted to authorized personnel only
- not be used in collective bargaining or grievance proceedings
- be used in accordance with all agreements between the purchaser and HR Source



www.hrsource.org

3025 Highland Parkway, Suite 225
Downers Grove, IL 60515
800-448-4584

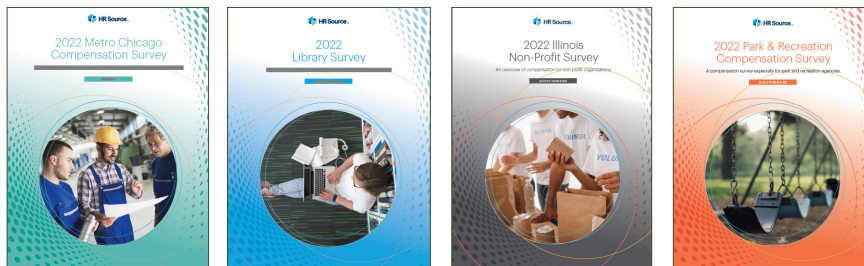
The HR Hotline: 800-448-4584 or hotline@hrsourcem.org

As a benefit of membership, get free access to our HR Hotline, staffed by employment law attorneys and certified HR, compensation and benefits professionals.

The Source – Weekly email updates with important compliance information and HR best practices.

Compensation Services – Our compensation specialists are available to help you benchmark your positions and apply survey data to help you stay competitive with the market. Contact us at 800-448-4584 or at info@hrsourcem.org.

Surveys – Chicagoland and National Survey Data – the best around!



Please consider **participating in, and/or purchasing** our other survey offerings. See the next page for more details.

SURVEY CALENDAR



2022

SURVEY	OPENS	CLOSES	RESULTS	MEMBER COST		NON-MEMBER COST	
				PARTICIPANT	NON-PARTICIPANT	PARTICIPANT	NON-PARTICIPANT
2022 Illinois Non-Profit Survey	8/24/21	10/8/21	January '22	FREE	\$300	FREE	\$600
2022 Park and Recreation Compensation Survey	8/24/21	10/8/21	January '22	FREE	\$300	FREE	\$600
2022 National Policies & Practices Survey	9/14/21	10/22/21	February '22	FREE	\$500	\$500	\$1000
2021 Turnover Survey	12/21/21	1/21/22	February '22	FREE	FREE	N/A	N/A
2022 Illinois Executive Compensation Survey	1/4/22	2/11/22	June '22	FREE	\$500	\$500	\$1000
2022 National Executive Compensation Survey	Compiled	Compiled	June '22	FREE	\$500	\$500	\$1000
2022 Metro Chicago Compensation Survey	3/8/22	4/22/22	June '22	FREE	\$800	\$800	\$1600
2022 Library Survey	3/8/22	4/22/22	June '22	FREE	\$300	FREE	\$600
2022 Public Library Supplemental Report (formerly LACONI Survey)	3/8/22	4/22/22	July '22	\$150	\$300	\$150	\$600
2022 Holiday Survey	4/5/22	5/6/22	May '22	FREE	FREE	N/A	N/A
2022 National IT & Engineering Compensation Survey	5/10/22	6/17/22	September '22	FREE	\$500	\$500	\$1000
2022 National Sales Compensation Survey	7/12/22	8/26/22	November '22	FREE	\$500	\$500	\$1000
2022 Pay Projection Survey (formerly Salary Budget Survey)	7/26/22	8/26/22	September '22	FREE	FREE	N/A	N/A
2023 Illinois Non-Profit Survey	8/23/22	10/7/22	January '23	FREE	\$300	FREE	\$600
2023 Park and Recreation Compensation Survey	8/23/22	10/7/22	January '23	FREE	\$300	FREE	\$600
2023 National Business Trends Survey	9/6/22	10/17/22	November '22	FREE	FREE	N/A	N/A
2023 National Benefits Survey	9/13/22	10/21/22	February '23	FREE	\$500	\$500	\$1000
2022/23 National Wage and Salary Survey*	Compiled	Compiled	December '22	\$45*	\$500	\$500*	\$1000
2022 Turnover Survey	12/20/22	1/20/23	February '23	FREE	FREE	N/A	N/A

See reverse side for survey FAQ's and contact information.

* with Metro Chicago Participation

011022

2022 LIBRARY SURVEY

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2022 LIBRARY SURVEY INTRODUCTION

The *2022 Library Survey* report has been compiled using data provided by 134 participating libraries who contributed data for 6,087 employees. This survey reports data for 63 unique library positions. We wish to thank the participating libraries who took the time to provide us with data.

The summaries and statistics contained within this report are effective as of March 1, 2022. Invitations to participate were sent out via email on March 8, 2022, to libraries in Illinois. Participants had the opportunity to participate online or via paper questionnaire by the extended deadline of April 29, 2022. Participants were specifically instructed to submit data from the pay period closest to March 1, 2022.

Rates used in our calculations are straight time pay and do not include overtime, shift differentials or any other incentives or variable pay components. All jobs are reported with hourly rates except for job 01- Library Director. That job is reported with annual rates that have been standardized to reflect a 40-hour workweek.

2022 Changes

We updated the job descriptions for the four positions listed below:

- 67 – Head of Outreach
- 68 – Specialty Librarian
- 07 – Youth Services Department Head
- 63 – Youth Services Assistant Department Head

Please feel free to contact the Survey Department with any questions by emailing us at surveys@hrsource.org or contact:

- ❖ Monica Sorenson, PHR, SHRM-CP
msorenson@hrsource.org, (630) 963-7600 ext. 265
- ❖ Kevin MacTaggart, PHR
kmactaggart@hrsource.org, (630) 963-7600 ext. 251

2022 LIBRARY SURVEY PARTICIPANT LIST

Acorn Public Library District	Glenview Public Library	Quincy Public Library
Addison Public Library	Grayslake Area Public Library District	River Forest Public Library
Algonquin Area Public Library	Green Hills Public Library District	Rolling Meadows Library
Antioch Public Library District	Helen M. Plum Memorial Public Library District	Roselle Public Library District
Arlington Heights Memorial Library	Highland Park Public Library	Round Lake Area Public Library
Aurora Public Library - Santori	Highwood Public Library	Sandwich Public Library District
Barrington Area Library	Hillside Public Library	Schaumburg Township District Library
Bartlett Public Library District	Hinckley Public Library District	Shorewood-Troy Public Library
Batavia Public Library	Hinsdale Public Library	Six Mile Regional Library District
Bensenville Community Public Library District	Homewood Public Library	Skokie Public Library
Bloomington Public Library	Indian Prairie Public Library District	Somonauk Public Library District
Bloomington Public Library	Indian Trails Library District	St. Charles Public Library
Blue Island Public Library	Itasca Community Library	Stickney-Forest View Public Library District
Bourbonnais Public Library District	Johnsburg Public Library District	Sycamore Public Library
Bridgeview Public Library	La Grange Park Public Library District	Talcott Free Library District
Brown County Public Library District	La Grange Public Library	The Urbana Free Library
Carol Stream Public Library	Lake Bluff Public Library	Three Rivers Public Library District
Cary Area Public Library District	Lake Forest Library	Tinley Park Public Library
Chatham Area Public Library	Lake Villa District Library	Tolono Public Library District
Chicago Heights Public Library	Limestone Township Library	Vernon Area Public Library District
Chicago Ridge Public Library	Lincolnwood Public Library District	Vespasian Warner Public Library District
Chillicothe Public Library District	Linda Sokol Francis Brookfield Library	Warren County Public Library District
Cook Memorial Public Library District	Lisle Library District	Warren-Newport Public Library District
Cooperative Computer Services	McHenry Public Library District	Warrenville Public Library District
Decatur Public Library	Messenger Public Library of North Aurora	Waubensee Community College
Deerfield Public Library	Midlothian Public Library	Wauconda Area Public Library
DeKalb Public Library	Mississippi Valley Library District	Waukegan Public Library
Des Plaines Public Library	Morton Grove Public Library	Westmont Public Library
Downers Grove Public Library	Morton Public Library District	Wheaton Public Library
Dunlap Public Library District	Mount Prospect Public Library	White Oak Library District
Eisenhower Public Library District	Naperville Public Library	Wilmette Public Library District
Ela Area Public Library District	New Lenox Public Library District	Winfield Public Library
Elk Grove Village Public Library	Newberry Library	Winnetka-Northfield Public Library District
Elmhurst Public Library	Niles-Maine District Library	Woodridge Public Library
Elmwood Park Public Library	Nippersink Public Library District	Woodstock Public Library
Evergreen Park Public Library	North Riverside Public Library	Zion-Benton Public Library District
Flossmoor Public Library	North Suburban Library District	
Forest Park Public Library	Northbrook Public Library	
Fountaindale Public Library	Oak Park Public Library	
Fox Lake Public Library District	Orland Park Public Library	
Fox River Grove Public Library District	Oswego Public Library District	
Frankfort Public Library District	Palatine Public Library District	
Fremont Public Library District	Palos Heights Public Library	
Gail Borden Public Library District	Park Ridge Public Library	
Galena Public Library District	Peotone Public Library District	
Geneva Public Library District	Plainfield Public Library District	
Germantown Public Library	Poplar Creek Public Library District	
Glen Carbon Centennial Library District	Prairie Trails Public Library District	
Glen Ellyn Public Library	Prospect Heights Public Library	

2022 LIBRARY SURVEY DEMOGRAPHICS

Data is shown for **63** out of a possible **64** jobs.

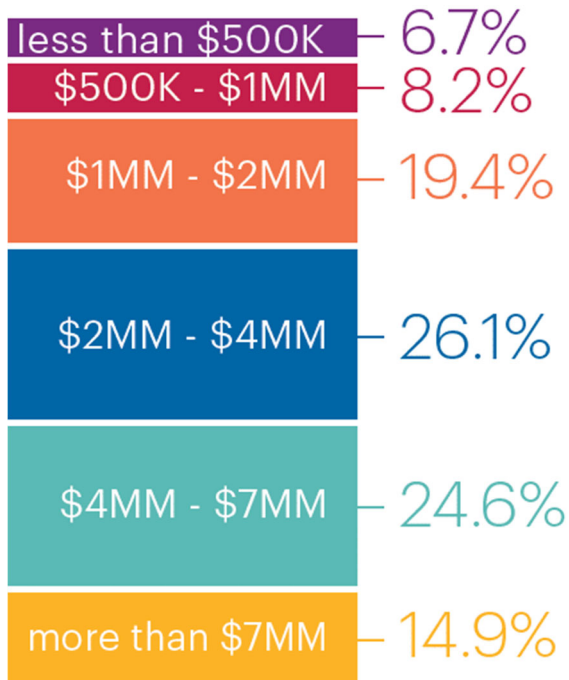
Total Employment = **6,935**

Data effective date = **March 1, 2022**

➔ **134**
total participants

OPERATING BUDGET

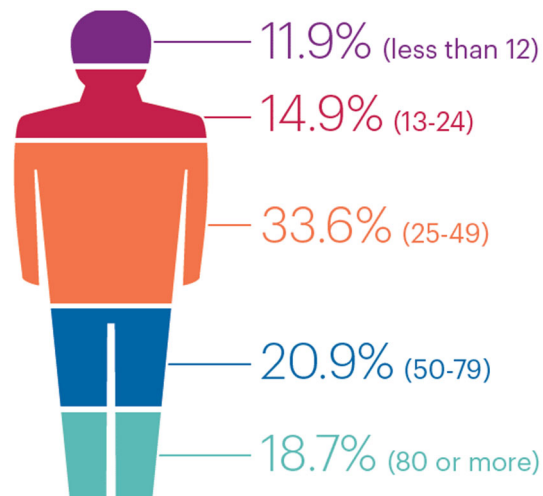
Budget	Count
Less than \$499,999	9
\$500,000 to \$999,999	11
\$1,000,000 to \$1,999,999	26
\$2,000,000 to \$3,999,999	35
\$4,000,000 to \$6,999,999	33
\$7,000,000 or more	20



EMPLOYMENT SIZE

	Full-Time Employees	Part-Time Employees
Total Number of Employees	3,236	3,699

Employment Size	Count
Less than 12	16
13 to 24	20
25 to 49	45
50 to 79	28
80 or more	25

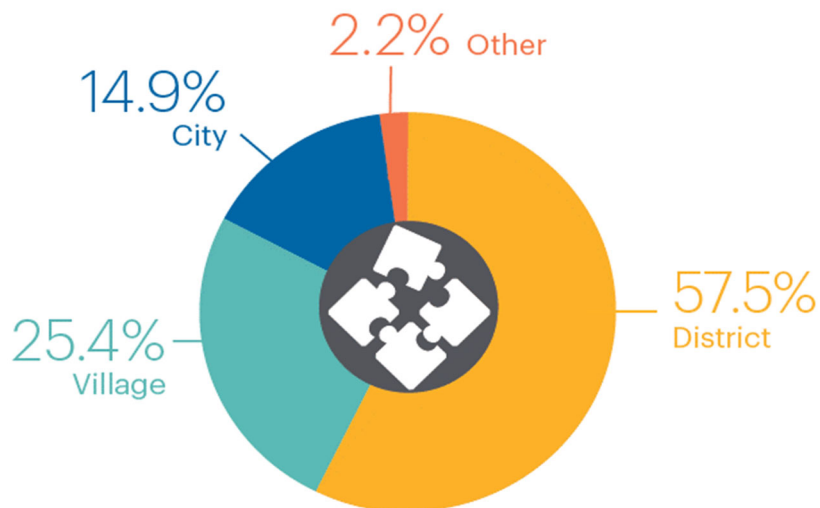


POPULATION SERVED

Population Served	Count
Less than 7,499	10
7,500 to 14,999	22
15,000 to 29,999	39
30,000 to 49,999	31
50,000 or more	30

2022 LIBRARY SURVEY DEMOGRAPHICS

LIBRARY TYPE



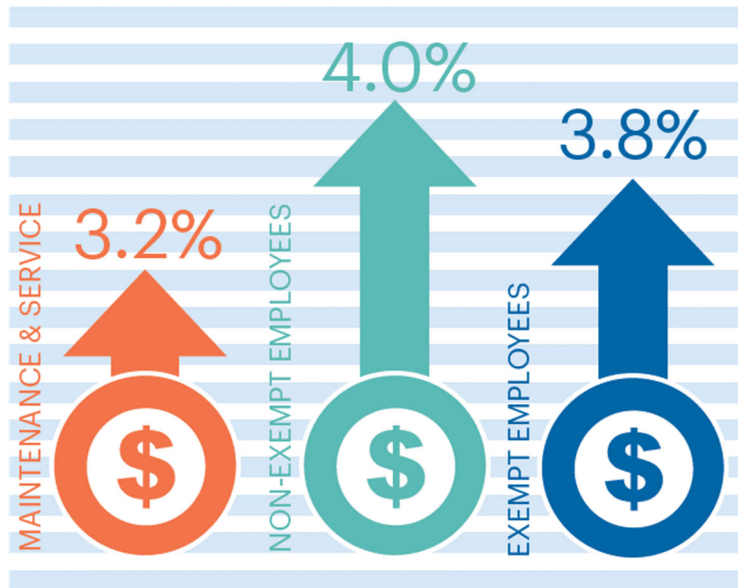
Library Type	Count
District	77
Village	34
City	20
Other	3

STANDARD WORKWEEK

Standard Workweek	Count
40 hours	36
37.5 hours	83
35 hours	9
Other	6

2022 LIBRARY SURVEY DEMOGRAPHICS

PAY INCREASE PROJECTIONS



2022 Projected Increases (With Zeros)	Count	%
Maintenance and Service	119	3.2%
Non-Exempt	122	4.0%
Exempt	123	3.8%

2022 Projected Increases (Without Zeros)	Count	%
Maintenance and Service	103	3.7%
Non-Exempt	122	4.0%
Exempt	120	3.8%

Types of Increases	Merit	Across-the-Board	Cost-of-Living (COLA)
Maintenance and Service	58	43	34
Non-Exempt	69	58	41
Exempt	69	51	39

2022 LIBRARY SURVEY USING THE REPORT

THE SURVEY AS A GUIDE - The survey statistics presented in this report are based on the data provided by participating libraries. The goal of this report is to provide you with valid and reliable data to make informed decisions on pay and benefits.

Surveys are a valuable tool when analyzing how your library's pay and benefit programs relate to other libraries with similar demographic characteristics. However, survey users should not use this data as absolute standards. Please exercise care when utilizing survey data. Specific results should be examined in the context of overall survey findings and the general economic situation prevailing at the time the data was gathered.

DEFINITIONS AND INTERPRETATION - All jobs are reported with hourly rates ***except job 01 - Director. That job is reported with annual rates that have been standardized to reflect a 40-hour workweek.*** Breakouts categories for budget, population served and employment size are included to provide more specific comparisons to libraries that more closely match your own.

Salary data for each job are shown in a simple, easy-to-read format reporting the following statistical information. Statistics are displayed only for those positions with **FIVE or more** contributing libraries.

AVERAGE: The average rate weighted by the number of employees. It is the sum of all rates for all employees reported, divided by the number of rates reported.

MEDIAN: The middle value of the distribution of rates for each job. When the values or rates are arranged in order from lowest to highest, the median divides this distribution so that an equal number of rates are on either side of it. It is not affected by extremely high or extremely low values as is the mean.

PERCENTILES:

25% - 75%: The range enclosing the middle one-half of the rates in the distribution. We designate the lowest rate in the second quarter or quartile and the highest rate in the third quartile as the boundaries of this mid-range.

10% - 90%: The range enclosing the middle four-fifths of the rates in the distribution. It is designated by the rate at the tenth percentile and at the ninetieth percentile. *At least 10 libraries are needed to show these statistics.*

INSUFFICIENT DATA: Salary statistics are displayed only for those positions with FIVE or more contributing libraries. This is used as a safeguard to preserve confidentiality of salary data. Therefore, if a position or breakout category is not listed in the job summary, it is because there was not enough data received to be able to report it.

JOB DATA

2022 LIBRARY SURVEY

01 LIBRARY DIRECTOR

ADMINISTRATIVE / BUSINESS OFFICE

Serves as the top paid administrative and executive officer of the library. Responsible for overall administration and operation of departmental and branch activities. Reports to governing body such as board of directors or board of trustees.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	129	129	\$114,072	\$119,246	\$86,198	\$137,696	\$65,832	\$157,539
<u>Budget Category</u>								
Less than \$499,999	8	8	\$55,552	\$56,915	\$50,120	\$59,758	***	***
\$500,000 to \$999,999	10	10	\$68,770	\$66,328	\$63,400	\$70,500	\$60,133	\$82,827
\$1,000,000 to \$1,999,999	26	26	\$89,314	\$86,569	\$78,255	\$97,297	\$73,195	\$108,095
\$2,000,000 to \$3,999,999	33	33	\$114,042	\$112,369	\$102,246	\$124,267	\$91,733	\$135,396
\$4,000,000 to \$6,999,999	33	33	\$137,522	\$137,093	\$128,000	\$149,333	\$119,246	\$156,373
\$7,000,000 or more	19	19	\$155,757	\$157,440	\$137,696	\$164,800	\$131,200	\$177,067
<u>Population Category</u>								
Less than 7,499	9	9	\$62,671	\$58,676	\$53,240	\$67,115	***	***
7,500 to 14,999	22	22	\$84,534	\$84,612	\$70,500	\$98,667	\$60,840	\$108,095
15,000 to 29,999	38	38	\$109,665	\$109,837	\$84,246	\$133,333	\$77,382	\$144,000
30,000 to 49,999	31	31	\$130,735	\$131,200	\$112,369	\$156,373	\$99,475	\$163,745
50,000 or more	29	29	\$140,394	\$137,696	\$129,179	\$156,042	\$110,000	\$173,239
<u>Employment Size Category</u>								
Less than 12	13	13	\$60,951	\$59,054	\$56,140	\$70,586	\$47,000	\$73,195
13 to 24	19	19	\$83,074	\$79,456	\$70,000	\$97,297	\$63,400	\$108,095
25 to 49	45	45	\$107,596	\$105,602	\$91,733	\$123,078	\$80,000	\$135,396
50 to 79	28	28	\$135,833	\$134,024	\$122,439	\$148,429	\$119,246	\$156,373
80 or more	24	24	\$154,140	\$154,648	\$138,715	\$162,810	\$133,900	\$173,239

2022 LIBRARY SURVEY

02 ASSISTANT DIRECTOR

ADMINISTRATIVE / BUSINESS OFFICE

Serves on a full-time basis as the number two person on the library staff. Functions as the assistant to the Library Director and acts for the Director in their absence. May be assigned specific administrative or program responsibilities as well as general responsibilities to assist the Director in overall administration and operation of library activities. (This position description covers the deputy executive officer, and not the administrative assistant to the Director.)

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	54	56	\$45.38	\$47.03	\$36.11	\$53.17	\$28.85	\$56.15
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	6	6	\$34.01	\$31.88	\$28.85	\$38.40	***	***
\$2,000,000 to \$3,999,999	13	13	\$36.80	\$35.06	\$28.85	\$46.31	\$27.75	\$47.19
\$4,000,000 to \$6,999,999	18	20	\$49.38	\$48.85	\$45.81	\$53.57	\$41.78	\$56.34
\$7,000,000 or more	15	15	\$54.21	\$53.12	\$51.68	\$55.94	\$42.90	\$63.75
<u>Population Category</u>								
15,000 to 29,999	13	13	\$39.52	\$38.40	\$33.39	\$46.31	\$28.77	\$50.18
30,000 to 49,999	17	18	\$46.36	\$48.85	\$44.99	\$53.35	\$28.85	\$56.09
50,000 or more	20	21	\$50.64	\$52.06	\$46.80	\$54.23	\$39.96	\$63.31
<u>Employment Size Category</u>								
13 to 24	5	5	\$29.17	\$28.85	\$28.77	\$30.43	***	***
25 to 49	14	14	\$38.62	\$37.78	\$33.39	\$46.31	\$27.75	\$51.02
50 to 79	14	16	\$48.78	\$47.65	\$46.64	\$52.30	\$44.99	\$53.78
80 or more	19	19	\$53.36	\$53.55	\$47.47	\$56.53	\$42.52	\$63.75

2022 LIBRARY SURVEY

03 BRANCH HEAD

ADMINISTRATIVE / BUSINESS OFFICE

Plans, manages and coordinates all programs and activities of a library branch facility. Develops and implements improved procedures to enhance efficiency and public services. Serves as a liaison between the library and external agencies and community groups. Manage all staff assigned to the branch.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	12	22	\$36.78	\$35.58	\$32.94	\$40.42	\$31.14	\$43.16
<u>Budget Category</u>								
\$7,000,000 or more	7	15	\$37.13	\$36.33	\$32.69	\$41.39	***	***
<u>Population Category</u>								
50,000 or more	9	19	\$37.23	\$36.62	\$32.69	\$41.39	***	***
<u>Employment Size Category</u>								
80 or more	8	18	\$36.80	\$36.48	\$32.69	\$40.42	***	***

2022 LIBRARY SURVEY

20 HUMAN RESOURCES MANAGER

ADMINISTRATIVE / BUSINESS OFFICE

General responsibility for all personnel activities, such as employment, training, wage and salary administration, safety and working conditions, employee counseling, and personnel records. Investigate, advise, and prepare policies affecting personnel, and consult and advise on interpretation and administration. Conduct union contract negotiations as required. Advise management on interpretation of policy. Perform normal supervisory functions in a department with seldom over 2 persons.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	31	31	\$40.14	\$41.20	\$36.92	\$44.21	\$31.00	\$45.69
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	5	5	\$39.40	\$38.33	\$38.17	\$40.01	***	***
\$4,000,000 to \$6,999,999	9	9	\$35.36	\$32.72	\$30.56	\$41.20	***	***
\$7,000,000 or more	17	17	\$42.89	\$43.06	\$40.85	\$45.25	\$36.92	\$47.51
<u>Population Category</u>								
30,000 to 49,999	11	11	\$37.45	\$38.17	\$32.72	\$42.63	\$30.56	\$44.21
50,000 or more	16	16	\$41.01	\$41.44	\$38.70	\$44.93	\$31.00	\$47.51
<u>Employment Size Category</u>								
25 to 49	6	6	\$37.85	\$38.25	\$34.81	\$40.01	***	***
80 or more	21	21	\$42.33	\$43.06	\$40.85	\$44.61	\$37.18	\$46.70

2022 LIBRARY SURVEY

69 HUMAN RESOURCES GENERALIST

ADMINISTRATIVE / BUSINESS OFFICE

Human resource professional responsible for a variety of HR activities. Duties include screening resumes/applications, interviewing applicants, counseling employees on HR policies, receiving and acting on employee complaints or grievances, ensuring compliance with labor laws and best practices, recommending and coordinating employee training activities, and administering compensation, benefits, and performance management programs.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	5	5	\$28.29	\$29.66	\$28.50	\$30.28	***	***

2022 LIBRARY SURVEY

21 HUMAN RESOURCES ASSISTANT

ADMINISTRATIVE / BUSINESS OFFICE

Organize and maintain records, and file government reports as scheduled. Maintain employment statistical data and prepare related reports. Assist in employment activities involving interviewing, verifying qualifications, and checking references. Assist in administering employee benefit programs. Respond to employee inquiries on matters related to company programs and activities.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	9	12	\$25.31	\$25.88	\$22.49	\$28.02	***	***
<u>Budget Category</u>								
\$7,000,000 or more	6	9	\$24.69	\$24.60	\$22.24	\$27.07	***	***
<u>Population Category</u>								
50,000 or more	6	9	\$24.69	\$24.60	\$22.24	\$27.07	***	***
<u>Employment Size Category</u>								
80 or more	6	9	\$24.69	\$24.60	\$22.24	\$27.07	***	***

2022 LIBRARY SURVEY

30 ADMINISTRATIVE SERVICES OFFICE MANAGER

ADMINISTRATIVE / BUSINESS OFFICE

Responsible for managing office services, which may include copy services, word processing, mail and distribution services, records retention, office reception, janitorial services, utility services and communication systems, such as telephones. *Other Titles: Administrative Services Manager, Administrator, Front Office Supervisor, Site Manager.*

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	10	10	\$27.76	\$28.05	\$25.72	\$30.51	\$21.70	\$33.05
<u>Population Category</u>								
15,000 to 29,999	5	5	\$28.53	\$28.20	\$25.72	\$29.90	***	***

2022 LIBRARY SURVEY

66 FINANCE DIRECTOR

ADMINISTRATIVE / BUSINESS OFFICE

As part of the management team, responsible for the planning, organization, supervision, development, and management of the financial operations of the library. Leads all budgeting activities, serves as a liaison to the investment company, and participates in short- and long-term financial planning. Oversees department staff. Prepares financial components of the board report and presents at board meetings.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	20	20	\$44.14	\$44.98	\$38.00	\$49.58	\$34.08	\$52.94
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	6	6	\$38.18	\$36.46	\$33.34	\$43.36	***	***
\$7,000,000 or more	13	13	\$47.61	\$49.13	\$44.30	\$50.00	\$39.74	\$54.86
<u>Population Category</u>								
50,000 or more	13	13	\$46.57	\$46.48	\$43.36	\$49.89	\$38.94	\$54.86
<u>Employment Size Category</u>								
50 to 79	5	5	\$39.52	\$37.06	\$35.86	\$40.32	***	***
80 or more	13	13	\$47.50	\$46.50	\$44.30	\$49.89	\$39.74	\$54.86

2022 LIBRARY SURVEY

23 BUSINESS MANAGER

ADMINISTRATIVE / BUSINESS OFFICE

Perform work that supports the general ledger, accounts payable, accounts receivable, and financial reporting for the library. Processes employee payroll and supports other business office activities including maintenance of policy and procedure documents. Furthermore, assist in onboarding, benefits enrollment, personnel file maintenance and other human resources support functions. May also respond to Freedom of Information Act (FOIA) requests.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	<u>Lib</u>	<u>Emps</u>			<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	62	62	\$32.78	\$31.61	\$27.47	\$37.33	\$24.40	\$43.53
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	12	12	\$28.16	\$27.93	\$25.26	\$31.03	\$24.18	\$32.80
\$2,000,000 to \$3,999,999	22	22	\$31.60	\$30.01	\$27.27	\$35.57	\$26.78	\$40.01
\$4,000,000 to \$6,999,999	19	19	\$35.97	\$35.00	\$31.05	\$40.80	\$24.80	\$48.43
\$7,000,000 or more	8	8	\$37.55	\$37.02	\$35.26	\$41.77	***	***
<u>Population Category</u>								
7,500 to 14,999	9	9	\$31.92	\$31.84	\$30.22	\$33.96	***	***
15,000 to 29,999	20	20	\$30.45	\$28.85	\$25.54	\$34.15	\$22.25	\$43.25
30,000 to 49,999	17	17	\$34.00	\$32.31	\$27.27	\$37.38	\$26.58	\$46.28
50,000 or more	15	15	\$34.66	\$34.61	\$31.05	\$38.93	\$24.80	\$43.53
<u>Employment Size Category</u>								
25 to 49	25	25	\$29.86	\$28.21	\$27.25	\$32.00	\$24.18	\$36.77
50 to 79	18	18	\$35.58	\$35.88	\$28.10	\$40.43	\$26.58	\$48.43
80 or more	13	13	\$36.05	\$35.90	\$33.90	\$39.40	\$24.80	\$44.13

2022 LIBRARY SURVEY

25 BOOKKEEPER (ACCOUNTING CLERK)

ADMINISTRATIVE / BUSINESS OFFICE

Perform diversified duties in maintaining accounting records. Verify credits and deductions. Check allocation of charges on bills payable. Maintain and balance petty cash account. Pay minor expenses, prepare daily cash balance figures, and weekly transaction report. Check employee expense accounts. Prepare monthly receipts and disbursement summaries, take trial balances, locate discrepancies, and reconcile bank statements. Compile special reports. Analyze facts to determine action to be taken, within the limits of standard practice.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	36	39	\$23.54	\$23.18	\$20.39	\$26.44	\$17.00	\$30.71
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	5	6	\$22.45	\$22.12	\$20.18	\$25.00	***	***
\$4,000,000 to \$6,999,999	13	14	\$24.06	\$23.25	\$22.89	\$26.75	\$21.64	\$28.07
\$7,000,000 or more	10	11	\$26.12	\$25.16	\$22.09	\$30.71	\$21.50	\$32.38
<u>Population Category</u>								
15,000 to 29,999	7	7	\$22.14	\$20.18	\$17.00	\$28.07	***	***
30,000 to 49,999	12	13	\$23.14	\$23.10	\$21.61	\$24.53	\$19.57	\$25.70
50,000 or more	14	16	\$25.07	\$24.71	\$22.43	\$26.96	\$20.39	\$31.75
<u>Employment Size Category</u>								
13 to 24	6	6	\$20.56	\$18.80	\$17.00	\$23.53	***	***
25 to 49	8	9	\$21.46	\$21.61	\$19.57	\$22.76	***	***
50 to 79	12	13	\$24.31	\$23.44	\$23.00	\$26.75	\$21.64	\$28.07
80 or more	10	11	\$25.95	\$24.53	\$22.09	\$30.71	\$21.50	\$32.38

2022 LIBRARY SURVEY

27 PAYROLL ADMINISTRATOR

ADMINISTRATIVE / BUSINESS OFFICE

Make a variety of computations on employee overtime, shift premium, and various payroll deductions, following standard procedures, to prepare payroll. Summarize and reconcile payroll sheets. Investigate and resolve payroll problems, respond to employee requests. Maintain and update data base records. Generate federal and state tax documents. Prepare special payroll analysis reports. Usually assist or instruct lower level clerical workers.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	5	5	\$27.77	\$25.86	\$25.00	\$31.48	***	***

2022 LIBRARY SURVEY

18 ADMINISTRATIVE ASSISTANT, EXECUTIVE

ADMINISTRATIVE / BUSINESS OFFICE

Perform administrative duties for key library executives and/or library director, where duties require extensive knowledge of library policies and procedures. Prepare a wide variety of correspondence. Compose correspondence from notes, discussions, or independently from knowledge of circumstances and policy. Organize and maintain files and records. Arrange and schedule interviews, meetings, and appointments. Record and transcribe minutes of meetings. Take, screen, and place telephone calls. Compile and prepare special reports and analyses, selecting appropriate data from various sources. Analyze reports or correspondence as assigned.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	26	27	\$25.98	\$25.00	\$22.25	\$29.67	\$21.00	\$32.20
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	5	5	\$22.98	\$22.25	\$21.00	\$25.00	***	***
\$4,000,000 to \$6,999,999	11	11	\$25.30	\$25.00	\$21.63	\$28.20	\$21.32	\$30.00
\$7,000,000 or more	10	11	\$28.02	\$27.55	\$24.23	\$32.20	\$22.89	\$32.70
<u>Population Category</u>								
30,000 to 49,999	10	10	\$24.18	\$23.23	\$21.63	\$27.40	\$18.79	\$31.06
50,000 or more	12	13	\$27.34	\$27.00	\$24.23	\$32.07	\$22.89	\$32.70
<u>Employment Size Category</u>								
25 to 49	7	7	\$23.61	\$25.00	\$21.00	\$25.37	***	***
50 to 79	7	7	\$26.04	\$27.40	\$21.32	\$30.00	***	***
80 or more	12	13	\$27.22	\$27.00	\$24.00	\$32.07	\$21.68	\$32.70

2022 LIBRARY SURVEY

19 ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE / BUSINESS OFFICE

Perform administrative duties for a department head of the library, where duties are considered more routine in nature and require the use of some judgment. Compose correspondence from written materials. Maintain files and department records. Arrange and schedule meetings and appointments. Take, screen, and place telephone calls. Compile standard reports with data that is provided.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	38	47	\$20.78	\$20.43	\$18.25	\$22.06	\$17.08	\$26.00
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	9	9	\$19.68	\$18.80	\$17.50	\$21.00	***	***
\$4,000,000 to \$6,999,999	12	13	\$22.44	\$22.02	\$19.00	\$25.29	\$18.89	\$28.21
\$7,000,000 or more	13	21	\$20.82	\$20.43	\$19.25	\$21.59	\$18.25	\$23.81
<u>Population Category</u>								
15,000 to 29,999	12	13	\$20.42	\$18.25	\$17.50	\$23.10	\$16.14	\$26.00
30,000 to 49,999	9	9	\$22.82	\$20.69	\$19.00	\$28.21	***	***
50,000 or more	13	20	\$20.63	\$20.57	\$19.07	\$21.81	\$18.26	\$23.37
<u>Employment Size Category</u>								
25 to 49	12	12	\$19.56	\$18.53	\$17.41	\$21.20	\$16.14	\$22.02
50 to 79	11	13	\$21.88	\$20.71	\$19.00	\$23.10	\$17.50	\$28.21
80 or more	14	21	\$20.96	\$20.43	\$18.89	\$22.50	\$18.25	\$25.29

2022 LIBRARY SURVEY

22 RECEPTIONIST

ADMINISTRATIVE / BUSINESS OFFICE

Operate multiple line telephone console or PBX switchboard and act as Receptionist. Receive incoming calls, secure identity of callers, and connect to proper parties. Take and relay messages. Place outgoing calls. Receive visitors. Announce and direct calls to proper party. Register individuals and issue visitor badges. Maintain required records. Perform a wide variety of clerical duties as time permits, such as word processing, record posting, and maintenance.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	6	13	\$17.22	\$17.31	\$15.26	\$17.83	***	***

2022 LIBRARY SURVEY

59 MARKETING & PUBLIC RELATIONS MANAGER

MARKETING

Responsible for planning and implementing all marketing and public relations, with the ultimate goal of increasing public visibility. Manages the preparation of all printed and online materials, media relations and internal communications. Develops and manages budgets for marketing activities and manages other marketing staff. Oversees the library's web and social media presence.

	BASE PAY							
	# of	# of			Percentiles			
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	65	65	\$34.49	\$35.09	\$28.80	\$40.32	\$22.00	\$45.25
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	6	6	\$22.63	\$22.35	\$17.62	\$27.87	***	***
\$2,000,000 to \$3,999,999	17	17	\$31.39	\$32.18	\$27.73	\$35.90	\$22.00	\$37.25
\$4,000,000 to \$6,999,999	20	20	\$34.71	\$34.77	\$29.50	\$39.43	\$27.38	\$43.76
\$7,000,000 or more	20	20	\$42.22	\$41.34	\$37.65	\$45.00	\$33.42	\$52.41
<u>Population Category</u>								
15,000 to 29,999	20	20	\$28.90	\$28.91	\$25.46	\$33.03	\$19.26	\$36.37
30,000 to 49,999	19	19	\$35.04	\$35.15	\$29.75	\$42.25	\$22.00	\$44.56
50,000 or more	22	22	\$40.43	\$38.36	\$35.50	\$45.25	\$31.19	\$46.19
<u>Employment Size Category</u>								
25 to 49	19	19	\$29.44	\$29.24	\$25.98	\$33.39	\$22.00	\$35.90
50 to 79	19	19	\$34.40	\$34.45	\$29.02	\$40.18	\$26.50	\$42.22
80 or more	23	23	\$41.78	\$41.73	\$35.73	\$45.25	\$34.32	\$46.19

2022 LIBRARY SURVEY

17 MARKETING & PUBLIC RELATIONS SPECIALIST

MARKETING

Promote and administer public relations/marketing policies and programs. Maintain relations with newspaper, radio and TV media, community groups and agencies, school districts. May be responsible for library communications using social media.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	36	43	\$22.67	\$22.29	\$19.45	\$25.96	\$16.60	\$28.71
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	9	10	\$21.52	\$20.15	\$19.45	\$23.82	***	***
\$4,000,000 to \$6,999,999	11	12	\$24.12	\$22.92	\$21.00	\$27.72	\$19.23	\$30.83
\$7,000,000 or more	10	14	\$24.59	\$23.57	\$22.28	\$27.11	\$21.07	\$29.43
<u>Population Category</u>								
7,500 to 14,999	5	5	\$21.33	\$23.82	\$15.25	\$26.36	***	***
15,000 to 29,999	8	9	\$22.75	\$22.00	\$19.65	\$25.28	***	***
30,000 to 49,999	9	9	\$23.06	\$23.34	\$21.00	\$24.83	***	***
50,000 or more	13	19	\$22.95	\$22.28	\$19.45	\$27.02	\$18.88	\$29.43
<u>Employment Size Category</u>								
25 to 49	7	9	\$20.09	\$19.45	\$19.00	\$20.65	***	***
50 to 79	11	12	\$23.71	\$22.92	\$20.12	\$27.19	\$17.80	\$30.83
80 or more	12	16	\$24.51	\$23.57	\$22.00	\$27.07	\$21.00	\$29.43

2022 LIBRARY SURVEY

28 GRAPHIC DESIGNER

MARKETING

Design unique, original materials based on aesthetic trends. Plan layout and create materials such as brochures, manuals, advertisements, reports, newsletters and forms using a variety of desktop publishing software. Research and recommend the purchase of related software and hardware. Organize and implement desktop publishing and operating methods and procedures.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	56	67	\$25.09	\$24.75	\$21.65	\$28.52	\$18.54	\$30.15
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	11	14	\$22.11	\$20.29	\$19.10	\$24.75	\$18.38	\$28.20
\$4,000,000 to \$6,999,999	22	23	\$24.62	\$24.19	\$21.76	\$28.00	\$19.28	\$29.45
\$7,000,000 or more	19	26	\$28.14	\$28.03	\$24.70	\$30.01	\$22.49	\$32.70
<u>Population Category</u>								
7,500 to 14,999	5	5	\$18.76	\$19.25	\$17.40	\$20.05	***	***
15,000 to 29,999	12	15	\$22.85	\$23.16	\$19.10	\$26.19	\$18.38	\$28.20
30,000 to 49,999	17	17	\$26.30	\$28.00	\$23.38	\$29.11	\$19.98	\$30.15
50,000 or more	21	28	\$26.78	\$26.10	\$23.05	\$29.58	\$20.87	\$32.70
<u>Employment Size Category</u>								
25 to 49	12	14	\$22.84	\$23.40	\$19.25	\$24.75	\$18.54	\$28.20
50 to 79	18	21	\$25.04	\$24.82	\$20.87	\$29.11	\$19.28	\$30.15
80 or more	23	29	\$26.93	\$26.67	\$23.59	\$29.19	\$22.00	\$32.70

2022 LIBRARY SURVEY

67 HEAD OF OUTREACH

OUTREACH / PROGRAM

Responsible for managing all outreach activities, with the ultimate goal of promoting the library within the community and building positive relationships with community partners. May oversee the bookmobile's staffing and services. Manages events and programs developed for community centers. Oversees department staff.

	BASE PAY							
	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>Percentiles</u>			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	17	17	\$34.67	\$35.84	\$30.09	\$39.96	\$27.22	\$44.30
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	5	5	\$32.37	\$30.36	\$30.10	\$35.17	***	***
\$7,000,000 or more	9	9	\$36.33	\$35.92	\$35.84	\$41.36	***	***
<u>Population Category</u>								
50,000 or more	12	12	\$35.81	\$35.85	\$30.23	\$40.66	\$30.09	\$41.75
<u>Employment Size Category</u>								
80 or more	10	10	\$35.09	\$35.85	\$30.09	\$39.96	\$26.00	\$43.03

2022 LIBRARY SURVEY

47 OUTREACH COORDINATOR

OUTREACH / PROGRAM

Plans, coordinates and implements outreach programming and site visits to community centers. Collaborates with community partners to develop positive relationships, share information on library services and coordinate jointly sponsored events. Work also includes coordinating homebound service and delivery.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	25	36	\$25.54	\$24.45	\$22.48	\$28.46	\$20.29	\$30.73
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	5	6	\$23.86	\$22.19	\$22.00	\$25.28	***	***
\$4,000,000 to \$6,999,999	7	8	\$27.54	\$28.80	\$23.67	\$31.20	***	***
\$7,000,000 or more	11	19	\$26.23	\$25.05	\$22.68	\$28.14	\$22.48	\$30.73
<u>Population Category</u>								
15,000 to 29,999	6	7	\$23.55	\$21.12	\$18.62	\$30.36	***	***
30,000 to 49,999	7	9	\$25.68	\$24.36	\$22.12	\$29.75	***	***
50,000 or more	12	20	\$26.17	\$24.79	\$22.82	\$27.99	\$22.49	\$29.94
<u>Employment Size Category</u>								
25 to 49	5	6	\$23.02	\$22.06	\$21.12	\$22.25	***	***
50 to 79	8	12	\$26.51	\$25.17	\$23.52	\$30.16	***	***
80 or more	11	16	\$26.62	\$25.19	\$22.97	\$28.46	\$22.48	\$30.73

2022 LIBRARY SURVEY

46 PROGRAM COORDINATOR

OUTREACH / PROGRAM

Develops, implements and evaluates library programming initiatives. Responsible to select, budget, schedule and host a variety of Library programs and special events throughout the year. May work collaboratively with Marketing and Graphics Department staff to promote programming and develop press releases, program flyers and other forms of marketing.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	Lib	Emps			25th	75th	10th	90th
All Libraries Combined	47	61	\$23.89	\$24.48	\$20.74	\$27.10	\$16.62	\$30.31
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	8	9	\$20.91	\$18.50	\$16.62	\$25.98	***	***
\$2,000,000 to \$3,999,999	10	12	\$22.52	\$22.78	\$21.56	\$24.65	\$19.00	\$24.94
\$4,000,000 to \$6,999,999	12	17	\$26.54	\$25.13	\$24.17	\$30.01	\$20.74	\$34.68
\$7,000,000 or more	12	18	\$26.32	\$26.55	\$24.00	\$28.01	\$18.51	\$33.94
<u>Population Category</u>								
7,500 to 14,999	7	8	\$20.81	\$21.43	\$16.83	\$24.13	***	***
15,000 to 29,999	10	12	\$22.93	\$24.28	\$20.06	\$25.55	\$16.62	\$26.80
30,000 to 49,999	12	18	\$24.62	\$24.47	\$21.74	\$27.19	\$17.25	\$34.68
50,000 or more	13	18	\$27.47	\$27.25	\$25.24	\$30.01	\$22.55	\$34.36
<u>Employment Size Category</u>								
13 to 24	7	8	\$18.71	\$17.31	\$16.39	\$20.25	***	***
25 to 49	12	14	\$23.00	\$23.66	\$21.11	\$24.94	\$19.00	\$25.98
50 to 79	9	13	\$26.41	\$24.97	\$24.17	\$27.19	***	***
80 or more	15	22	\$26.44	\$26.95	\$24.00	\$29.22	\$20.74	\$31.14

2022 LIBRARY SURVEY

56 EARLY LITERACY COORDINATOR

OUTREACH / PROGRAM

Plans and carries out programming promoting Early Literacy practices for children and families by establishing contacts within preschools and childcare facilities; works with these contacts to develop programs and services of interest to young children, teachers and caregivers, and coordinates visits and programming for early childhood groups within the library. Bachelor's degree required in Child Development, Education, or related field.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	18	20	\$25.63	\$25.70	\$23.76	\$28.91	\$17.88	\$30.87
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	7	7	\$25.38	\$25.69	\$23.59	\$30.46	***	***
\$7,000,000 or more	7	9	\$26.87	\$26.97	\$25.49	\$29.27	***	***
<u>Population Category</u>								
30,000 to 49,999	6	6	\$26.21	\$27.48	\$23.59	\$30.46	***	***
50,000 or more	8	10	\$26.22	\$25.98	\$23.93	\$28.54	***	***
<u>Employment Size Category</u>								
50 to 79	8	8	\$25.92	\$25.70	\$23.76	\$30.10	***	***
80 or more	6	8	\$26.51	\$26.61	\$24.50	\$28.91	***	***

2022 LIBRARY SURVEY

55 SCHOOL LIAISON

OUTREACH / PROGRAM

Plans, organizes and implements library programs to increase the interaction and communication between schools and the library to ensure more effective utilization of library resources. Plans, prepares and presents programs that enhance the role of the library in serving schools and their students. Works with school librarians to identify services of the library that would more effectively serve student learning needs. Publicizes the services of the library and how school libraries and students could make use of these services.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	29	35	\$26.53	\$27.07	\$24.36	\$29.94	\$21.85	\$30.75
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	9	9	\$25.00	\$25.20	\$22.01	\$27.07	***	***
\$4,000,000 to \$6,999,999	9	11	\$28.66	\$29.94	\$27.11	\$30.28	***	***
\$7,000,000 or more	11	15	\$25.88	\$25.59	\$23.07	\$28.54	\$21.85	\$30.75
<u>Population Category</u>								
15,000 to 29,999	7	7	\$28.12	\$27.20	\$26.41	\$30.28	***	***
30,000 to 49,999	8	9	\$26.37	\$24.79	\$24.36	\$29.94	***	***
50,000 or more	13	18	\$26.06	\$26.39	\$23.07	\$28.81	\$21.49	\$31.45
<u>Employment Size Category</u>								
25 to 49	9	9	\$24.71	\$25.20	\$22.01	\$27.07	***	***
50 to 79	8	9	\$28.65	\$29.94	\$27.20	\$30.28	***	***
80 or more	12	17	\$26.37	\$25.66	\$24.00	\$28.54	\$21.85	\$31.45

2022 LIBRARY SURVEY

58 VOLUNTEER COORDINATOR

OUTREACH / PROGRAM

Coordinates volunteer program. Attracts and selects volunteers of various ages to work on special projects and/or on a regular basis in different library departments. Recruits, interviews, trains and evaluates volunteers matching the volunteers' skills and interest to the needs of the different library departments.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	10	11	\$24.98	\$22.50	\$22.01	\$28.70	\$21.29	\$30.80
<u>Population Category</u>								
50,000 or more	5	5	\$25.36	\$24.00	\$22.01	\$28.70	***	***
<u>Employment Size Category</u>								
80 or more	5	5	\$26.33	\$26.15	\$24.00	\$28.70	***	***

2022 LIBRARY SURVEY

54 HOMEBOUND ASSISTANT

OUTREACH / PROGRAM

Responsible for coordinating the delivery of library services to those who are physically unable to use the library facility. Makes visits to nursing and assisted care homes and homebound patrons. Conducts interviews to determine reading interests. Selects and prepares materials for delivery. Drives personal vehicle or library van. Maintains records of homebound activity.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	17	28	\$21.68	\$21.47	\$18.88	\$24.23	\$16.79	\$26.06
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	5	5	\$22.57	\$20.00	\$18.60	\$26.06	***	***
\$4,000,000 to \$6,999,999	5	6	\$21.79	\$21.79	\$20.23	\$24.63	***	***
\$7,000,000 or more	7	17	\$21.38	\$21.55	\$19.16	\$23.34	***	***
<u>Population Category</u>								
50,000 or more	9	18	\$21.57	\$21.47	\$19.33	\$23.83	***	***
<u>Employment Size Category</u>								
50 to 79	6	6	\$21.22	\$21.10	\$17.46	\$24.81	***	***
80 or more	8	19	\$21.32	\$21.39	\$19.16	\$23.34	***	***

2022 LIBRARY SURVEY

16 BOOKMOBILE DRIVER

OUTREACH / PROGRAM

Load and unload materials. Drive to and from specified locations. Assist patrons with material selection. Check materials in and out.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	9	21	\$21.24	\$20.96	\$19.27	\$22.58	***	***
<u>Budget Category</u>								
\$7,000,000 or more	6	12	\$22.29	\$21.77	\$19.32	\$24.55	***	***
<u>Population Category</u>								
50,000 or more	9	21	\$21.24	\$20.96	\$19.27	\$22.58	***	***
<u>Employment Size Category</u>								
80 or more	8	20	\$21.42	\$21.06	\$19.27	\$23.01	***	***

2022 LIBRARY SURVEY

05 REFERENCE DEPARTMENT HEAD

REFERENCE / ADULT / YOUTH SERVICES

Directs reference desk, e-reference, specialized reference and research consultation activities. Oversees the reference collection and manages the continued acquisition of new materials. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing budget for reference functions and supervision of professional and clerical staff.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY				
			<u>Average</u>	<u>Median</u>	Percentiles		
					<u>25th</u>	<u>75th</u>	<u>10th</u> <u>90th</u>
All Libraries Combined	12	13	\$39.44	\$42.83	\$39.20	\$44.67	\$21.60 \$46.24
<u>Employment Size Category</u>							
80 or more	5	6	\$43.39	\$44.61	\$40.74	\$46.24	*** ***

2022 LIBRARY SURVEY

08 ADULT SERVICES DEPARTMENT HEAD

REFERENCE / ADULT / YOUTH SERVICES

Directs adult programming, reference, bibliographic and reader's advisory activities. Oversees the adult collection and manages the continued acquisition of new materials. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing, managing and administering the budget for department functions and supervision of professional and clerical staff.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	Lib	Emps			25th	75th	10th	90th
All Libraries Combined	100	103	\$34.52	\$35.06	\$29.13	\$39.77	\$23.00	\$46.43
<u>Budget Category</u>								
\$500,000 to \$999,999	7	7	\$20.12	\$19.55	\$16.25	\$23.00	***	***
\$1,000,000 to \$1,999,999	20	20	\$28.79	\$29.03	\$25.98	\$31.37	\$22.09	\$34.78
\$2,000,000 to \$3,999,999	24	24	\$34.40	\$33.48	\$30.97	\$37.35	\$27.50	\$42.42
\$4,000,000 to \$6,999,999	30	31	\$37.25	\$36.78	\$34.09	\$39.49	\$32.50	\$46.19
\$7,000,000 or more	17	19	\$43.39	\$43.32	\$40.07	\$46.70	\$35.84	\$49.20
<u>Population Category</u>								
Less than 7,499	5	5	\$21.85	\$22.68	\$20.00	\$23.00	***	***
7,500 to 14,999	14	14	\$29.57	\$30.61	\$29.13	\$33.10	\$16.48	\$35.64
15,000 to 29,999	30	30	\$31.80	\$32.65	\$27.20	\$36.00	\$20.05	\$44.57
30,000 to 49,999	26	26	\$36.76	\$37.53	\$32.50	\$39.56	\$27.49	\$46.43
50,000 or more	25	28	\$40.09	\$40.85	\$35.33	\$45.80	\$33.33	\$49.20
<u>Employment Size Category</u>								
Less than 12	5	5	\$22.18	\$20.00	\$17.79	\$27.50	***	***
13 to 24	13	13	\$25.17	\$23.00	\$19.55	\$30.27	\$16.25	\$35.64
25 to 49	35	35	\$32.08	\$32.44	\$27.93	\$35.38	\$26.79	\$39.49
50 to 79	25	25	\$38.20	\$37.85	\$36.00	\$39.72	\$33.33	\$45.31
80 or more	22	25	\$41.60	\$43.09	\$36.93	\$46.43	\$34.82	\$49.20

2022 LIBRARY SURVEY

62 ADULT SERVICES ASSISTANT DEPARTMENT HEAD

REFERENCE / ADULT / YOUTH SERVICES

Assists the Adult Services Department Head to lead and manage the Adult Services Department. Provides training and supervision for Adult Services staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Adult Services Department Head as needed. This job also provides direct reference and readers advisory to patrons. Requires masters level degree in library science.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	26	27	\$31.64	\$31.49	\$29.05	\$33.78	\$27.55	\$36.59
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	6	6	\$27.82	\$27.78	\$26.00	\$28.54	***	***
\$4,000,000 to \$6,999,999	12	12	\$31.42	\$31.03	\$29.76	\$32.10	\$29.05	\$35.00
\$7,000,000 or more	8	9	\$34.47	\$33.78	\$32.70	\$35.58	***	***
<u>Population Category</u>								
15,000 to 29,999	8	8	\$30.03	\$30.22	\$27.78	\$32.47	***	***
30,000 to 49,999	7	7	\$30.44	\$29.05	\$28.30	\$33.77	***	***
50,000 or more	11	12	\$33.41	\$32.25	\$30.89	\$35.58	\$29.97	\$37.17
<u>Employment Size Category</u>								
25 to 49	5	5	\$28.53	\$28.00	\$27.55	\$28.54	***	***
50 to 79	10	10	\$31.04	\$30.27	\$29.65	\$33.78	\$26.30	\$36.09
80 or more	11	12	\$33.43	\$32.54	\$31.32	\$35.07	\$30.64	\$36.59

2022 LIBRARY SURVEY

07 YOUTH SERVICES DEPARTMENT HEAD

REFERENCE / ADULT / YOUTH SERVICES

Direct children and young adult/teen activities and outreach programs. Oversee the children and young adult collection and selection of new materials and collection development. Monitor workflow to ensure maximal utilization of human resources. Responsible for developing budget for department functions and supervision of professional and clerical staff.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	Lib	Emps			25th	75th	10th	90th
All Libraries Combined:	106	117	\$33.56	\$33.33	\$27.50	\$38.21	\$20.75	\$44.95
<u>Budget Category</u>								
\$500,000 to \$999,999	9	9	\$19.96	\$19.75	\$18.00	\$20.05	***	***
\$1,000,000 to \$1,999,999	22	23	\$28.04	\$28.70	\$23.12	\$32.64	\$20.90	\$33.39
\$2,000,000 to \$3,999,999	26	29	\$33.44	\$32.05	\$28.33	\$35.90	\$25.71	\$44.95
\$4,000,000 to \$6,999,999	28	32	\$38.36	\$37.61	\$34.04	\$42.41	\$31.38	\$46.48
\$7,000,000 or more	17	20	\$41.01	\$39.62	\$35.74	\$46.00	\$33.78	\$50.97
<u>Population Category</u>								
Less than 7,499	6	6	\$23.61	\$22.06	\$19.39	\$27.50	***	***
7,500 to 14,999	15	15	\$27.86	\$30.81	\$19.81	\$33.33	\$17.70	\$33.54
15,000 to 29,999	33	36	\$31.25	\$29.06	\$25.36	\$35.29	\$20.05	\$50.18
30,000 to 49,999	28	30	\$36.09	\$36.19	\$31.00	\$41.03	\$26.64	\$45.72
50,000 or more	24	30	\$38.64	\$37.74	\$34.04	\$43.67	\$31.06	\$48.70
<u>Employment Size Category</u>								
Less than 12	8	8	\$23.24	\$20.88	\$19.45	\$27.49	***	***
13 to 24	16	17	\$23.96	\$22.28	\$18.00	\$29.64	\$16.35	\$33.45
25 to 49	36	38	\$31.69	\$31.14	\$27.60	\$33.33	\$25.45	\$38.93
50 to 79	24	28	\$39.15	\$37.47	\$34.36	\$42.99	\$31.38	\$50.18
80 or more	22	26	\$39.73	\$38.19	\$35.63	\$44.82	\$30.74	\$49.71

2022 LIBRARY SURVEY

63 YOUTH SERVICES ASSISTANT DEPARTMENT HEAD

REFERENCE / ADULT / YOUTH SERVICES

Assists the Youth Services Department Head to lead and manage services and programs for children and young adults/teens. Provides training and supervision for Youth Services staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Youth Services Department Head as needed. This job also provides direct reference and readers advisory to patrons. Requires masters level degree in library science.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined	33	33	\$30.76	\$32.00	\$27.73	\$35.23	\$18.00	\$37.05
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	7	7	\$29.40	\$28.95	\$27.00	\$31.28	***	***
\$4,000,000 to \$6,999,999	10	10	\$34.21	\$35.31	\$32.00	\$36.48	\$28.00	\$38.99
\$7,000,000 or more	11	11	\$33.79	\$33.58	\$31.45	\$35.71	\$30.21	\$37.05
<u>Population Category</u>								
15,000 to 29,999	6	6	\$26.60	\$28.76	\$18.00	\$31.28	***	***
30,000 to 49,999	11	11	\$32.51	\$33.58	\$27.43	\$36.36	\$27.00	\$36.48
50,000 or more	13	13	\$33.69	\$32.93	\$31.45	\$35.71	\$30.21	\$37.73
<u>Employment Size Category</u>								
25 to 49	7	7	\$25.82	\$27.00	\$17.60	\$31.28	***	***
50 to 79	9	9	\$33.23	\$32.71	\$28.95	\$36.48	***	***
80 or more	14	14	\$33.92	\$33.85	\$32.00	\$35.38	\$30.21	\$37.05

2022 LIBRARY SURVEY

10 LIBRARIAN

REFERENCE / ADULT / YOUTH SERVICES

Maintains library collections and assists patrons in locating and obtaining materials. Furnishes information on library activities, facilities and services. Explains and assists in use of reference sources to locate information. Assembles and arranges displays of materials. May select, order, catalog and classify materials. Requires masters level degree in library science.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	105	732	\$27.40	\$27.04	\$24.48	\$30.03	\$21.42	\$34.14
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	20	62	\$22.51	\$22.58	\$21.00	\$25.10	\$17.24	\$26.69
\$2,000,000 to \$3,999,999	30	168	\$25.71	\$25.80	\$22.53	\$27.96	\$20.00	\$30.86
\$4,000,000 to \$6,999,999	31	264	\$27.81	\$27.28	\$24.79	\$29.99	\$22.66	\$34.29
\$7,000,000 or more	20	231	\$29.71	\$29.18	\$26.55	\$32.42	\$24.61	\$35.79
<u>Population Category</u>								
7,500 to 14,999	15	51	\$23.90	\$23.58	\$22.50	\$25.71	\$20.11	\$26.98
15,000 to 29,999	31	167	\$25.92	\$26.54	\$23.00	\$28.25	\$20.80	\$31.52
30,000 to 49,999	26	219	\$28.26	\$27.51	\$25.20	\$30.86	\$22.50	\$34.70
50,000 or more	29	275	\$28.72	\$28.46	\$25.47	\$31.32	\$23.12	\$35.31
<u>Employment Size Category</u>								
13 to 24	12	41	\$25.65	\$24.32	\$22.25	\$27.68	\$17.00	\$31.80
25 to 49	38	182	\$24.61	\$25.50	\$21.85	\$27.41	\$18.35	\$29.15
50 to 79	27	216	\$27.66	\$26.69	\$24.79	\$29.89	\$23.16	\$34.14
80 or more	25	287	\$29.38	\$28.97	\$26.25	\$32.42	\$24.15	\$36.23

2022 LIBRARY SURVEY

68 SPECIALTY LIBRARIAN

REFERENCE / ADULT / YOUTH SERVICES

Serves the library in a librarian role, but has extra duties in a specialty area including but not limited to Genealogy, English as a second language (ESL), Makerspace, Archiving, Collection Services, etc. Requires masters level degree in library science and additional studies in the specialty area that applies. *(Please note, there are already specialty roles in this survey related to Cataloging, Digital/Virtual Services, Outreach, and Technology Librarians.)*

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	35	113	\$29.51	\$28.44	\$25.43	\$31.73	\$24.46	\$38.86
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	5	6	\$22.52	\$22.50	\$21.30	\$24.80	***	***
\$2,000,000 to \$3,999,999	5	7	\$25.94	\$24.46	\$21.37	\$31.51	***	***
\$4,000,000 to \$6,999,999	11	34	\$28.69	\$27.53	\$24.97	\$30.19	\$24.76	\$34.77
\$7,000,000 or more	13	64	\$31.43	\$29.57	\$27.05	\$33.69	\$25.43	\$40.41
<u>Population Category</u>								
15,000 to 29,999	6	16	\$28.82	\$27.19	\$24.84	\$30.82	***	***
30,000 to 49,999	11	27	\$27.84	\$28.72	\$24.71	\$30.36	\$23.51	\$34.77
50,000 or more	14	63	\$31.24	\$29.45	\$26.76	\$33.84	\$25.37	\$40.41
<u>Employment Size Category</u>								
25 to 49	7	10	\$23.85	\$24.02	\$21.37	\$25.49	***	***
50 to 79	10	30	\$28.89	\$27.34	\$24.87	\$30.91	\$24.71	\$35.77
80 or more	14	68	\$31.30	\$29.51	\$27.05	\$33.41	\$25.43	\$40.41

2022 LIBRARY SURVEY

65 TECHNOLOGY LIBRARIAN

REFERENCE / ADULT / YOUTH SERVICES

Identifies, evaluates, and implements emerging technologies and applications to support the library's virtual presence and improved delivery of library services. Works with web applications, social media, and mobile interfaces, and digital media studio services. Makes recommendations to improve online access to library materials and services. Instructs library patrons and staff in the use of technologies. Provides reference assistance. Requires masters level degree in library science.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	29	36	\$29.66	\$28.92	\$26.49	\$32.65	\$25.46	\$35.31
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	8	9	\$30.35	\$29.75	\$28.85	\$31.26	***	***
\$7,000,000 or more	13	19	\$30.01	\$28.99	\$26.43	\$33.68	\$26.25	\$35.31
<u>Population Category</u>								
15,000 to 29,999	5	5	\$27.37	\$26.54	\$24.03	\$27.24	***	***
30,000 to 49,999	8	9	\$29.35	\$29.33	\$28.45	\$29.75	***	***
50,000 or more	13	19	\$31.03	\$29.78	\$26.43	\$34.04	\$26.25	\$39.34
<u>Employment Size Category</u>								
25 to 49	5	5	\$25.80	\$26.54	\$24.03	\$27.24	***	***
50 to 79	8	9	\$31.23	\$30.50	\$29.70	\$34.02	***	***
80 or more	13	19	\$30.01	\$28.99	\$26.43	\$33.68	\$26.25	\$35.31

2022 LIBRARY SURVEY

70 MAKERSPACE / STUDIO SPECIALIST

REFERENCE / ADULT / YOUTH SERVICES

Respond to requests for assistance with 3D printing, laser-cutting, sewing machines, video and audio recording devices, editing software, and other equipment used as a tool for STEAM (Science, Technology, Engineering, Arts and Mathematics) learning. Help plan classes, perform routine maintenance on equipment, and provide customer service to makerspace/studio visitors.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	25	66	\$20.97	\$20.33	\$18.15	\$23.23	\$16.23	\$26.99
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	10	18	\$21.74	\$19.71	\$18.48	\$24.55	\$16.23	\$29.23
\$7,000,000 or more	10	38	\$21.17	\$20.96	\$18.93	\$22.25	\$17.75	\$25.88
<u>Population Category</u>								
15,000 to 29,999	5	10	\$21.26	\$19.65	\$18.00	\$23.05	***	***
30,000 to 49,999	10	28	\$20.89	\$19.70	\$17.75	\$22.94	\$16.19	\$28.27
50,000 or more	9	27	\$21.22	\$20.96	\$18.93	\$23.50	***	***
<u>Employment Size Category</u>								
25 to 49	6	9	\$21.79	\$20.37	\$18.48	\$24.66	***	***
50 to 79	9	19	\$20.17	\$19.25	\$16.19	\$23.62	***	***
80 or more	10	38	\$21.17	\$20.96	\$18.93	\$22.25	\$17.75	\$25.88

2022 LIBRARY SURVEY

12 LIBRARY ASSISTANT

REFERENCE / ADULT / YOUTH SERVICES

Provides reference and Readers' Advisory assistance for patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. Requires bachelors level degree or LTA certificate.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	108	775	\$19.45	\$18.93	\$17.00	\$21.41	\$15.00	\$24.20
<u>Budget Category</u>								
\$500,000 to \$999,999	6	9	\$15.00	\$15.30	\$12.50	\$16.83	***	***
\$1,000,000 to \$1,999,999	20	106	\$15.83	\$15.30	\$14.49	\$17.00	\$13.25	\$18.00
\$2,000,000 to \$3,999,999	31	165	\$18.03	\$17.36	\$16.25	\$19.65	\$14.06	\$21.50
\$4,000,000 to \$6,999,999	29	223	\$20.48	\$19.50	\$17.99	\$22.55	\$16.78	\$24.96
\$7,000,000 or more	18	268	\$21.12	\$20.48	\$18.76	\$22.55	\$17.75	\$26.27
<u>Population Category</u>								
Less than 7,499	6	15	\$15.32	\$15.30	\$15.00	\$16.00	***	***
7,500 to 14,999	15	51	\$16.48	\$16.00	\$15.30	\$17.36	\$14.20	\$17.78
15,000 to 29,999	32	171	\$18.03	\$18.27	\$15.30	\$20.52	\$13.66	\$22.00
30,000 to 49,999	27	198	\$19.90	\$18.88	\$17.53	\$21.53	\$16.00	\$24.05
50,000 or more	28	340	\$20.53	\$20.11	\$18.05	\$22.43	\$16.50	\$25.47
<u>Employment Size Category</u>								
Less than 12	8	12	\$15.82	\$16.00	\$14.10	\$16.87	***	***
13 to 24	12	44	\$15.10	\$15.30	\$13.25	\$15.81	\$12.50	\$17.36
25 to 49	41	212	\$17.69	\$17.10	\$15.50	\$19.38	\$14.18	\$21.52
50 to 79	25	191	\$20.61	\$20.43	\$18.48	\$22.28	\$16.99	\$24.41
80 or more	22	316	\$20.67	\$20.03	\$18.05	\$22.41	\$17.50	\$25.71

2022 LIBRARY SURVEY

43 LIBRARY CLERK

REFERENCE / ADULT / YOUTH SERVICES

Provides general support throughout the library as needed. May assist with special programs or projects. Usually requires a high school education.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	39	145	\$14.91	\$14.43	\$12.50	\$16.11	\$12.00	\$18.80
<u>Budget Category</u>								
\$500,000 to \$999,999	6	19	\$14.08	\$13.50	\$13.00	\$16.00	***	***
\$1,000,000 to \$1,999,999	5	17	\$13.85	\$12.50	\$12.00	\$16.00	***	***
\$2,000,000 to \$3,999,999	8	28	\$13.51	\$12.56	\$12.00	\$14.70	***	***
\$4,000,000 to \$6,999,999	10	40	\$16.39	\$15.50	\$14.49	\$17.77	\$12.67	\$20.96
\$7,000,000 or more	6	25	\$16.99	\$16.11	\$15.10	\$18.87	***	***
<u>Population Category</u>								
7,500 to 14,999	7	23	\$13.35	\$13.00	\$12.25	\$13.25	***	***
15,000 to 29,999	10	33	\$14.54	\$14.63	\$12.54	\$16.00	\$12.00	\$17.86
30,000 to 49,999	7	28	\$14.58	\$13.70	\$12.00	\$15.91	***	***
50,000 or more	12	52	\$16.34	\$15.50	\$14.08	\$18.08	\$12.46	\$21.97
<u>Employment Size Category</u>								
Less than 12	8	28	\$13.26	\$13.00	\$12.30	\$13.50	***	***
25 to 49	11	35	\$14.69	\$14.43	\$12.07	\$16.00	\$12.00	\$18.40
50 to 79	7	28	\$16.61	\$15.76	\$14.87	\$17.77	***	***
80 or more	9	34	\$16.14	\$15.59	\$13.80	\$18.76	***	***

2022 LIBRARY SURVEY

60 LIBRARY AIDE

REFERENCE / ADULT / YOUTH SERVICES

Provides basic support throughout the library as needed. This role may assist with clerical tasks and maintaining the appearance of public areas and materials. Typically this role does not require a high school education nor any prior work experience.

	BASE PAY							
	# of	# of			Percentiles			
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	16	37	\$14.06	\$13.39	\$12.34	\$15.00	\$12.00	\$18.49
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	6	15	\$15.48	\$15.00	\$12.67	\$18.49	***	***
<u>Population Category</u>								
15,000 to 29,999	5	15	\$14.62	\$13.50	\$12.34	\$17.50	***	***
30,000 to 49,999	5	11	\$13.88	\$13.39	\$12.00	\$15.00	***	***
<u>Employment Size Category</u>								
25 to 49	7	13	\$13.10	\$12.94	\$12.00	\$13.50	***	***
50 to 79	5	14	\$15.34	\$15.38	\$12.61	\$18.49	***	***

2022 LIBRARY SURVEY

04 CIRCULATION DEPARTMENT HEAD

CIRCULATION

Directs circulation activities for the library including movement of materials through the circulation desk and registration of patrons. Ensures resolution of problems involving lost or overdue materials and patron registration status. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing, managing and administering the budget for circulation functions and supervision of professional and clerical staff.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	101	105	\$32.72	\$32.82	\$27.39	\$38.18	\$22.52	\$43.00
<u>Budget Category</u>								
\$500,000 to \$999,999	6	6	\$20.86	\$19.57	\$17.63	\$26.00	***	***
\$1,000,000 to \$1,999,999	19	20	\$25.31	\$25.35	\$22.45	\$28.17	\$17.89	\$32.79
\$2,000,000 to \$3,999,999	29	30	\$31.90	\$31.22	\$28.00	\$34.13	\$26.07	\$38.82
\$4,000,000 to \$6,999,999	29	29	\$37.10	\$34.67	\$33.26	\$40.98	\$31.87	\$46.10
\$7,000,000 or more	16	18	\$40.67	\$40.36	\$36.61	\$45.54	\$30.17	\$48.01
<u>Population Category</u>								
7,500 to 14,999	15	15	\$24.83	\$26.00	\$22.52	\$27.81	\$16.83	\$28.57
15,000 to 29,999	34	34	\$31.09	\$31.22	\$26.50	\$34.81	\$21.75	\$39.13
30,000 to 49,999	28	29	\$35.83	\$34.67	\$30.32	\$40.98	\$23.75	\$47.63
50,000 or more	22	25	\$36.96	\$36.94	\$33.69	\$41.29	\$30.17	\$45.27
<u>Employment Size Category</u>								
13 to 24	13	14	\$22.68	\$22.47	\$17.63	\$27.77	\$16.00	\$29.75
25 to 49	38	38	\$30.42	\$30.06	\$26.13	\$33.97	\$23.75	\$37.15
50 to 79	26	27	\$36.69	\$34.67	\$31.88	\$40.98	\$29.50	\$46.10
80 or more	20	22	\$40.28	\$39.66	\$35.84	\$45.27	\$33.26	\$47.63

2022 LIBRARY SURVEY

71 CIRCULATION ASSISTANT DEPARTMENT HEAD

CIRCULATION

Assists the Circulation Department Head to lead and manage the Circulation Department. Provides training and supervision for Circulation staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Circulation Department Head as needed. This job may also provide some direct service to patrons.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	36	36	\$25.39	\$25.37	\$22.37	\$28.64	\$20.00	\$31.46
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	9	9	\$22.45	\$20.81	\$20.00	\$22.67	***	***
\$4,000,000 to \$6,999,999	16	16	\$25.54	\$25.05	\$22.52	\$28.38	\$22.31	\$29.60
\$7,000,000 or more	10	10	\$28.65	\$28.39	\$25.89	\$30.23	\$25.64	\$33.25
<u>Population Category</u>								
15,000 to 29,999	12	12	\$23.08	\$22.60	\$19.11	\$26.01	\$17.49	\$27.97
30,000 to 49,999	12	12	\$26.64	\$25.88	\$22.37	\$29.40	\$21.00	\$33.92
50,000 or more	12	12	\$26.45	\$26.27	\$24.42	\$28.64	\$22.50	\$30.23
<u>Employment Size Category</u>								
25 to 49	7	7	\$21.46	\$20.25	\$17.49	\$26.73	***	***
50 to 79	15	15	\$25.69	\$25.09	\$22.42	\$28.78	\$21.18	\$33.92
80 or more	13	13	\$27.71	\$28.28	\$25.45	\$29.19	\$23.83	\$31.46

2022 LIBRARY SURVEY

48 CIRCULATION SUPERVISOR

CIRCULATION

Under general supervision, oversees the daily operation of the circulation desk. Coordinates and leads the work of Circulation Clerks, ensuring optimal workflow and customer service. Resolves patron questions concerning circulation policies and procedures. Much of the time this position performs the same or similar work to other individuals working at the circulation desk.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	Lib	Emps			25th	75th	10th	90th
All Libraries Combined:	55	96	\$20.82	\$20.02	\$17.59	\$23.50	\$16.00	\$27.02
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	9	9	\$19.19	\$17.85	\$16.00	\$21.43	***	***
\$2,000,000 to \$3,999,999	12	20	\$19.02	\$18.34	\$16.89	\$21.21	\$15.88	\$23.11
\$4,000,000 to \$6,999,999	14	25	\$20.63	\$21.01	\$17.70	\$23.00	\$16.17	\$24.79
\$7,000,000 or more	14	36	\$23.22	\$22.48	\$19.60	\$26.84	\$18.05	\$29.59
<u>Population Category</u>								
7,500 to 14,999	7	7	\$16.83	\$17.32	\$13.75	\$18.03	***	***
15,000 to 29,999	13	19	\$19.86	\$18.50	\$16.81	\$22.77	\$16.00	\$24.45
30,000 to 49,999	16	29	\$20.08	\$19.02	\$17.47	\$22.30	\$15.75	\$26.32
50,000 or more	17	39	\$22.81	\$22.84	\$19.95	\$25.51	\$18.05	\$28.77
<u>Employment Size Category</u>								
25 to 49	18	24	\$18.73	\$17.98	\$16.61	\$20.33	\$15.76	\$22.33
50 to 79	12	23	\$20.21	\$21.01	\$16.81	\$23.44	\$16.07	\$24.45
80 or more	18	42	\$23.07	\$22.92	\$19.95	\$26.32	\$18.60	\$29.13

2022 LIBRARY SURVEY

57 SHELVER / PAGE SUPERVISOR

CIRCULATION

Responsible for overseeing the day-to-day operations of page/shelver staff ensuring they are knowledgeable of all current shelving policies and procedures. Provides page/shelver staff with tools necessary to achieve the timely and accurate shelving of all library materials.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	20	28	\$21.85	\$21.67	\$16.88	\$25.03	\$12.80	\$31.80
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	7	8	\$23.69	\$22.54	\$19.87	\$28.60	***	***
\$7,000,000 or more	9	14	\$23.74	\$23.16	\$21.53	\$25.96	***	***
<u>Population Category</u>								
15,000 to 29,999	5	7	\$18.34	\$15.76	\$12.61	\$28.02	***	***
50,000 or more	11	16	\$23.47	\$22.89	\$21.53	\$25.03	\$15.39	\$31.80
<u>Employment Size Category</u>								
80 or more	13	18	\$24.26	\$23.20	\$21.53	\$26.30	\$15.39	\$33.26

2022 LIBRARY SURVEY

14 CIRCULATION CLERK

CIRCULATION

Checks in and out materials. Inspects materials for damage, verifies due date and calculates fines. Assist patrons with basic informational questions. Sorts materials and prepares for reshelving. Issues and updates identification cards according to established procedures.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	113	1041	\$15.85	\$15.57	\$13.88	\$17.31	\$12.50	\$19.47
<u>Budget Category</u>								
\$500,000 to \$999,999	7	31	\$12.85	\$12.75	\$12.50	\$13.25	***	***
\$1,000,000 to \$1,999,999	24	133	\$14.18	\$13.86	\$12.80	\$15.00	\$12.00	\$16.89
\$2,000,000 to \$3,999,999	33	232	\$14.89	\$14.56	\$13.34	\$16.00	\$12.36	\$17.66
\$4,000,000 to \$6,999,999	28	308	\$16.14	\$15.76	\$14.37	\$17.37	\$13.24	\$19.92
\$7,000,000 or more	18	321	\$17.43	\$17.03	\$15.88	\$18.50	\$14.56	\$20.67
<u>Population Category</u>								
7,500 to 14,999	18	80	\$14.35	\$14.23	\$13.41	\$15.00	\$12.00	\$16.35
15,000 to 29,999	36	288	\$14.85	\$14.31	\$13.00	\$16.24	\$12.00	\$18.36
30,000 to 49,999	29	244	\$16.03	\$15.74	\$14.00	\$17.09	\$13.24	\$19.84
50,000 or more	26	406	\$16.91	\$16.50	\$15.12	\$18.21	\$13.50	\$20.61
<u>Employment Size Category</u>								
Less than 12	7	23	\$12.31	\$12.00	\$12.00	\$12.41	***	***
13 to 24	16	89	\$13.89	\$13.50	\$12.50	\$14.42	\$12.00	\$16.81
25 to 49	43	301	\$15.06	\$14.70	\$13.34	\$16.33	\$12.50	\$17.90
50 to 79	26	255	\$15.74	\$15.20	\$14.00	\$16.80	\$13.09	\$19.06
80 or more	21	373	\$17.24	\$16.75	\$15.50	\$18.38	\$14.32	\$20.67

2022 LIBRARY SURVEY

15 SHELVER / PAGE

CIRCULATION

Moves and unloads carts. Shelves materials in appropriate locations. Shelf-reads assigned areas and straightens collection as needed. Removes out-of-place materials for reshelving.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	73	473	\$13.10	\$12.58	\$12.00	\$13.69	\$12.00	\$15.00
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	7	15	\$12.50	\$12.24	\$12.00	\$12.92	***	***
\$2,000,000 to \$3,999,999	19	63	\$12.66	\$12.13	\$12.00	\$13.00	\$12.00	\$14.39
\$4,000,000 to \$6,999,999	26	187	\$12.91	\$12.50	\$12.00	\$13.32	\$12.00	\$14.75
\$7,000,000 or more	18	203	\$13.51	\$13.00	\$12.20	\$14.31	\$12.00	\$15.63
<u>Population Category</u>								
15,000 to 29,999	20	71	\$12.93	\$12.41	\$12.00	\$13.50	\$12.00	\$15.00
30,000 to 49,999	24	171	\$12.97	\$12.44	\$12.00	\$13.44	\$12.00	\$14.57
50,000 or more	22	216	\$13.32	\$12.70	\$12.00	\$14.05	\$12.00	\$15.49
<u>Employment Size Category</u>								
25 to 49	24	73	\$12.77	\$12.29	\$12.00	\$13.50	\$12.00	\$14.50
50 to 79	22	159	\$12.96	\$12.60	\$12.00	\$13.46	\$12.00	\$14.57
80 or more	21	231	\$13.37	\$12.60	\$12.00	\$14.05	\$12.00	\$15.63

2022 LIBRARY SURVEY

06 TECHNICAL SERVICES DEPARTMENT HEAD

TECHNICAL SERVICES

Directs material purchasing, receiving, cataloging and processing activities. Researches, analyzes and evaluates new vendors for materials, processing services and supplies. Develops, implements and enforces library cataloging standards. Monitors workflow to ensure maximum utilization of human resources. Responsible for developing, managing and administering the budget for technical services functions and supervision of professional and clerical staff.

	BASE PAY							
	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	75	75	\$34.05	\$33.71	\$28.00	\$38.46	\$24.82	\$44.03
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	12	12	\$26.96	\$25.84	\$24.97	\$28.09	\$24.48	\$30.09
\$2,000,000 to \$3,999,999	18	18	\$32.14	\$32.51	\$25.25	\$38.18	\$22.28	\$42.31
\$4,000,000 to \$6,999,999	24	24	\$34.83	\$34.35	\$32.46	\$37.41	\$29.17	\$39.05
\$7,000,000 or more	18	18	\$41.55	\$41.39	\$35.84	\$46.44	\$33.71	\$51.42
<u>Population Category</u>								
7,500 to 14,999	7	7	\$26.10	\$27.00	\$24.00	\$29.17	***	***
15,000 to 29,999	21	21	\$33.24	\$32.69	\$26.00	\$38.18	\$24.84	\$42.31
30,000 to 49,999	22	22	\$34.46	\$34.75	\$30.26	\$38.10	\$25.25	\$41.74
50,000 or more	24	24	\$37.09	\$35.80	\$33.53	\$41.54	\$25.12	\$47.43
<u>Employment Size Category</u>								
13 to 24	5	5	\$24.87	\$25.62	\$24.82	\$27.00	***	***
25 to 49	23	23	\$30.11	\$30.09	\$25.12	\$35.26	\$23.36	\$38.18
50 to 79	22	22	\$36.39	\$35.87	\$32.33	\$38.51	\$29.17	\$44.56
80 or more	23	23	\$38.53	\$38.10	\$33.71	\$42.05	\$32.70	\$47.43

2022 LIBRARY SURVEY

64 TECHNICAL SERVICES ASSISTANT DEPARTMENT HEAD

TECHNICAL SERVICES

Assists the Technical Services Department Head to lead and manage the Technical Services Department. Provides training and supervision for Technical Services staff. Maintains desk schedules for the department. Participates in the development of department goals, strategies, and procedures. Acts in place of the Technical Services Department Head as needed. This job also performs cataloging and database maintenance activities. Requires masters level degree in library science.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	11	14	\$30.44	\$29.81	\$27.56	\$36.60	\$20.75	\$37.78
<u>Budget Category</u>								
\$7,000,000 or more	5	6	\$35.80	\$36.89	\$31.83	\$37.78	***	***
<u>Population Category</u>								
15,000 to 29,999	5	7	\$25.84	\$27.56	\$20.75	\$28.97	***	***
50,000 or more	5	6	\$33.83	\$34.22	\$30.41	\$37.18	***	***
<u>Employment Size Category</u>								
80 or more	6	7	\$34.83	\$36.60	\$29.20	\$37.78	***	***

2022 LIBRARY SURVEY

38 CATALOGER

TECHNICAL SERVICES

Creates original catalog records for print and non-print materials using OCLC, AACR2, MARC, DDC and local consortium standards. May perform copy cataloging. Edits previously cataloged materials. Serves as a resource for other library personnel concerning cataloging rules and practices.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	56	84	\$25.28	\$24.82	\$20.94	\$29.51	\$16.73	\$33.89
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	11	13	\$20.78	\$19.32	\$16.73	\$22.95	\$15.45	\$28.00
\$4,000,000 to \$6,999,999	21	31	\$26.30	\$27.00	\$23.25	\$29.58	\$21.31	\$32.09
\$7,000,000 or more	16	32	\$28.18	\$27.31	\$24.58	\$31.92	\$20.95	\$36.80
<u>Population Category</u>								
15,000 to 29,999	13	14	\$21.35	\$20.29	\$15.97	\$24.55	\$15.00	\$29.88
30,000 to 49,999	17	30	\$25.03	\$24.93	\$22.00	\$27.87	\$19.44	\$29.58
50,000 or more	22	35	\$27.58	\$26.97	\$21.48	\$33.33	\$18.74	\$36.80
<u>Employment Size Category</u>								
13 to 24	6	6	\$17.68	\$16.49	\$15.94	\$19.21	***	***
25 to 49	9	10	\$22.15	\$21.02	\$18.79	\$24.21	***	***
50 to 79	17	25	\$26.37	\$27.40	\$24.31	\$29.44	\$19.32	\$31.80
80 or more	22	41	\$27.03	\$25.85	\$21.49	\$31.52	\$20.09	\$36.15

2022 LIBRARY SURVEY

45 TECHNICAL SERVICES ASSISTANT

TECHNICAL SERVICES

Performs routine copy cataloging and edits database records. Maintain database of library holdings. Responsible for processing and preparing materials for circulation. Receives materials, unpacks boxes, and verifies order. Usually requires completion of an LTA certificate from an accredited college or university.

	BASE PAY							
	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>Percentiles</u>			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	69	105	\$19.44	\$18.82	\$16.50	\$22.80	\$14.92	\$25.16
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	15	20	\$16.80	\$16.40	\$15.28	\$18.06	\$14.80	\$18.91
\$2,000,000 to \$3,999,999	19	26	\$18.62	\$18.04	\$15.70	\$20.50	\$14.00	\$24.64
\$4,000,000 to \$6,999,999	18	28	\$20.20	\$19.29	\$17.48	\$23.19	\$16.50	\$25.14
\$7,000,000 or more	13	26	\$22.04	\$22.44	\$18.91	\$25.77	\$16.74	\$26.19
<u>Population Category</u>								
7,500 to 14,999	9	11	\$18.25	\$18.12	\$16.00	\$20.13	***	***
15,000 to 29,999	23	31	\$18.49	\$17.59	\$16.30	\$20.19	\$14.92	\$23.66
30,000 to 49,999	19	27	\$19.15	\$18.54	\$15.70	\$22.96	\$13.39	\$24.85
50,000 or more	17	35	\$21.04	\$20.80	\$17.64	\$23.98	\$15.46	\$25.83
<u>Employment Size Category</u>								
13 to 24	8	10	\$17.83	\$17.73	\$14.93	\$20.13	***	***
25 to 49	29	40	\$18.18	\$17.13	\$15.85	\$20.35	\$14.03	\$23.54
50 to 79	15	23	\$20.22	\$19.06	\$17.32	\$23.55	\$16.50	\$25.14
80 or more	15	30	\$21.38	\$20.65	\$18.76	\$23.98	\$16.10	\$26.19

2022 LIBRARY SURVEY

40 INTER-LIBRARY LOAN ASSISTANT

TECHNICAL SERVICES

Coordinates materials loaned through the inter-library loan system for patrons, other libraries and institutions. Searches databases and the Internet for inter-library loan requests utilizing ISBN numbers. Determines best sources for materials.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	44	58	\$19.35	\$18.55	\$16.94	\$21.55	\$15.52	\$24.17
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	9	9	\$20.73	\$18.45	\$17.25	\$22.94	***	***
\$4,000,000 to \$6,999,999	13	19	\$19.74	\$18.76	\$16.67	\$23.74	\$15.67	\$24.78
\$7,000,000 or more	14	22	\$19.23	\$19.48	\$17.38	\$21.55	\$15.52	\$22.80
<u>Population Category</u>								
7,500 to 14,999	5	5	\$16.95	\$17.40	\$15.26	\$18.54	***	***
15,000 to 29,999	5	6	\$21.05	\$19.71	\$17.05	\$25.36	***	***
30,000 to 49,999	14	19	\$18.63	\$18.02	\$16.30	\$21.55	\$15.52	\$24.17
50,000 or more	20	28	\$19.90	\$19.67	\$17.73	\$21.75	\$16.19	\$23.89
<u>Employment Size Category</u>								
13 to 24	6	6	\$19.57	\$17.97	\$16.00	\$20.66	***	***
25 to 49	8	8	\$19.10	\$18.25	\$17.15	\$21.05	***	***
50 to 79	11	16	\$20.06	\$19.42	\$17.76	\$22.86	\$16.50	\$24.78
80 or more	17	26	\$19.33	\$18.88	\$16.30	\$21.58	\$15.23	\$23.74

2022 LIBRARY SURVEY

50 ACQUISITION CLERK

TECHNICAL SERVICES

Collects and places orders for library materials using various vendor software. Electronically transmits orders and receives confirmations, monitors back orders, corrects inaccurate invoices and purges old orders from database. Receives shipments of new library materials, unpacks and sorts them for further processing. Receives and processes invoices.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	47	63	\$20.72	\$19.70	\$18.48	\$22.40	\$16.10	\$25.65
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	11	11	\$17.76	\$18.42	\$15.67	\$19.35	\$13.25	\$20.00
\$4,000,000 to \$6,999,999	20	27	\$20.54	\$19.70	\$18.92	\$22.32	\$17.41	\$24.78
\$7,000,000 or more	13	22	\$22.86	\$21.10	\$18.76	\$25.64	\$18.24	\$32.17
<u>Population Category</u>								
15,000 to 29,999	13	15	\$19.19	\$18.94	\$17.41	\$20.00	\$15.67	\$23.66
30,000 to 49,999	17	21	\$20.92	\$21.61	\$18.92	\$23.57	\$16.10	\$25.26
50,000 or more	15	25	\$21.83	\$20.11	\$18.76	\$22.80	\$18.00	\$32.17
<u>Employment Size Category</u>								
25 to 49	10	10	\$17.65	\$16.67	\$13.50	\$20.00	\$12.88	\$24.46
50 to 79	16	19	\$20.89	\$19.70	\$18.48	\$22.40	\$17.41	\$25.73
80 or more	17	30	\$22.02	\$20.77	\$18.92	\$22.80	\$18.13	\$28.93

2022 LIBRARY SURVEY

42 PROCESSING CLERK

TECHNICAL SERVICES

Physically prepare books and other resources for the library collection, including stamping and covering books and typing and applying labels. Mend, or provide for the mending of, all books and other items that need to be repaired. May monitor various library supplies. Assist with other general or clerical duties as assigned.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	57	108	\$16.98	\$16.68	\$14.55	\$18.74	\$13.30	\$21.11
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	6	8	\$14.48	\$14.00	\$13.33	\$15.83	***	***
\$2,000,000 to \$3,999,999	10	12	\$14.72	\$14.61	\$12.78	\$16.02	\$12.00	\$18.50
\$4,000,000 to \$6,999,999	26	53	\$17.37	\$17.36	\$14.67	\$19.67	\$14.15	\$21.47
\$7,000,000 or more	15	35	\$17.74	\$17.82	\$15.97	\$18.39	\$13.99	\$22.47
<u>Population Category</u>								
15,000 to 29,999	13	16	\$15.67	\$15.66	\$13.88	\$17.13	\$12.00	\$19.04
30,000 to 49,999	21	40	\$17.38	\$17.81	\$14.51	\$19.34	\$13.74	\$21.54
50,000 or more	21	48	\$17.35	\$17.08	\$14.80	\$18.29	\$13.99	\$22.04
<u>Employment Size Category</u>								
25 to 49	14	20	\$14.93	\$14.67	\$13.65	\$15.42	\$12.86	\$17.62
50 to 79	21	42	\$17.36	\$17.69	\$14.51	\$19.37	\$14.00	\$20.75
80 or more	19	43	\$17.76	\$17.77	\$15.30	\$18.79	\$13.99	\$22.47

2022 LIBRARY SURVEY

34 INFORMATION TECHNOLOGY (IT) MANAGER

INFORMATION TECHNOLOGY

Responsible for managing the day-to-day IT operation including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of timeliness and quality standards for all aspects of the data processing operation. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	53	54	\$42.42	\$42.49	\$36.00	\$47.43	\$32.50	\$53.27
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	11	11	\$38.12	\$36.80	\$31.54	\$44.56	\$30.50	\$44.58
\$4,000,000 to \$6,999,999	21	21	\$40.19	\$37.71	\$36.00	\$46.09	\$33.80	\$49.01
\$7,000,000 or more	17	18	\$49.96	\$47.31	\$43.59	\$56.81	\$39.92	\$65.08
<u>Population Category</u>								
15,000 to 29,999	11	11	\$37.51	\$37.44	\$31.54	\$43.04	\$29.94	\$43.07
30,000 to 49,999	18	18	\$41.40	\$40.09	\$35.01	\$47.02	\$33.80	\$50.01
50,000 or more	19	20	\$46.25	\$47.06	\$39.91	\$49.81	\$34.96	\$57.98
<u>Employment Size Category</u>								
25 to 49	11	11	\$34.31	\$33.44	\$29.94	\$40.29	\$29.72	\$43.04
50 to 79	19	19	\$41.59	\$41.03	\$36.53	\$46.88	\$35.01	\$49.01
80 or more	21	22	\$47.51	\$47.11	\$40.47	\$53.27	\$34.33	\$59.15

2022 LIBRARY SURVEY

35 SYSTEMS ADMINISTRATOR

INFORMATION TECHNOLOGY

Provide system management and operation support to the activities and resources required to provide quality computer operations processing and applications system resource management and availability. Will set up and implement standards for computer operations, will use software support tools to process scheduling, reports, report generation, database administration, system data backups, performance tuning and security. Will troubleshoot and resolve problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Will troubleshoot PC software, coordinate with help desk and set connections to broadband/baseband networks. Extensive experience with software and systems administration including communication hardware designed to maintain wide area networks. Knowledge of TCP/IP networking and operating environments. May have lead responsibilities in the upgrade of equipment including overseeing small, multi user systems.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	27	30	\$34.61	\$35.99	\$32.67	\$39.43	\$23.82	\$42.99
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	10	10	\$34.60	\$35.31	\$32.72	\$39.43	\$24.03	\$41.57
\$7,000,000 or more	11	14	\$35.76	\$35.99	\$32.67	\$41.02	\$28.02	\$42.73
<u>Population Category</u>								
30,000 to 49,999	6	6	\$34.52	\$35.31	\$32.72	\$39.43	***	***
50,000 or more	13	16	\$35.47	\$35.99	\$31.85	\$40.46	\$24.95	\$43.25
<u>Employment Size Category</u>								
50 to 79	10	10	\$34.21	\$35.31	\$32.72	\$39.43	\$22.93	\$41.57
80 or more	12	15	\$35.04	\$35.99	\$31.03	\$41.02	\$24.95	\$42.73

2022 LIBRARY SURVEY

36 WEB CONTENT ADMINISTRATOR

INFORMATION TECHNOLOGY

Responsible for developing, providing, and authorizing website content to increase traffic, support and promote services, and gain content visibility. Will manage and perform website editorial activities including gathering and researching information that enhances the value of the site. Will act as liaison with legal and business affairs departments, and obtain clearance on copyrighted materials, ensuring all issues are resolved. Will seek, negotiate, and pursue content; will maintain positive relationships with internal and external contacts and address all questions with a timely/appropriate response. May oversee data control technicians and writers dedicated to website. Background generally includes a college degree in English, Journalism, Graphic Design, Communications, or related field plus experience in production management, web page design, HTML, and web graphics types and standards.

			BASE PAY					
	# of	# of			Percentiles			
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	6	8	\$27.16	\$27.01	\$22.34	\$32.73	***	***
<u>Population Category</u>								
50,000 or more	5	7	\$28.10	\$28.02	\$24.15	\$35.99	***	***

2022 LIBRARY SURVEY

37 WEBMASTER

INFORMATION TECHNOLOGY

Responsible for the library's Internet and or Intranet technical functions. Map the flow of the site, create general graphics, provide specifications to the Web Author, Web Developer, and outside vendors for the development of databases, interactive applets, and custom graphics. Supervise development efforts including content, design and production, site maintenance and updating. Using a general knowledge of technical library and operations of sites, acts as a liaison between the site and users. Interact with Content Manager-Online for the purpose of updating existing information and creating new content. Has experience and skill with dominant applications to maintain and modify the library's Internet/Intranet efforts including content, graphical and multimedia displays, and communications. Has considerable knowledge of multiple operating systems (e.g., UNIX, Sun SOLARIS, Mac). Position requires specialized knowledge of web technologies, HTML, graphics design and layout, and computer file management. Incumbents in this position may be single contributors or part of a team effort.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	10	12	\$32.79	\$31.70	\$28.97	\$37.47	\$27.23	\$40.54
<u>Budget Category</u>								
\$7,000,000 or more	6	8	\$34.50	\$33.27	\$30.29	\$40.12	***	***
<u>Population Category</u>								
50,000 or more	5	7	\$33.76	\$31.28	\$30.29	\$40.54	***	***
<u>Employment Size Category</u>								
80 or more	5	7	\$35.10	\$35.25	\$30.29	\$40.54	***	***

2022 LIBRARY SURVEY

49 INFORMATION TECHNOLOGY (IT) ASSISTANT

INFORMATION TECHNOLOGY

Responsible for installing, repairing and maintaining personal computers and related systems within the organization. Performs installations, upgrades and backups of software and hardware applications. Troubleshoots software, hardware and communication failures.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	41	70	\$23.51	\$23.09	\$20.96	\$25.92	\$18.88	\$28.49
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	9	11	\$19.70	\$20.37	\$18.75	\$22.45	***	***
\$4,000,000 to \$6,999,999	15	17	\$23.69	\$23.18	\$21.00	\$26.50	\$18.50	\$27.61
\$7,000,000 or more	15	40	\$24.56	\$24.68	\$21.63	\$27.06	\$19.98	\$30.75
<u>Population Category</u>								
15,000 to 29,999	7	8	\$19.85	\$20.73	\$15.79	\$23.09	***	***
30,000 to 49,999	12	14	\$24.51	\$25.26	\$21.36	\$27.12	\$18.50	\$27.61
50,000 or more	19	45	\$23.87	\$23.06	\$21.11	\$25.92	\$19.85	\$29.59
<u>Employment Size Category</u>								
25 to 49	10	10	\$20.93	\$20.51	\$19.45	\$22.45	\$18.88	\$23.76
50 to 79	12	19	\$22.08	\$23.18	\$17.91	\$25.92	\$12.82	\$27.61
80 or more	18	39	\$24.89	\$24.64	\$21.67	\$27.18	\$20.28	\$31.90

2022 LIBRARY SURVEY

39 COMPUTER LAB ASSISTANT

INFORMATION TECHNOLOGY

Monitors the operation of adult and/or youth computer labs. Assists patrons with questions and problem resolution. Enforces computer lab rules. May assist with installation, operation and configuring of personal computer hardware and software. Investigates reoccurring problems and recommends course of action to supervisor. May perform back-up operations and print reports.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	25	104	\$16.29	\$16.45	\$14.22	\$18.21	\$13.24	\$19.39
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	12	44	\$16.86	\$16.39	\$15.53	\$18.72	\$14.22	\$20.03
\$7,000,000 or more	7	42	\$16.80	\$17.04	\$15.26	\$18.27	***	***
<u>Population Category</u>								
15,000 to 29,999	7	19	\$14.40	\$13.50	\$12.75	\$16.00	***	***
30,000 to 49,999	6	21	\$16.41	\$16.49	\$15.02	\$18.15	***	***
50,000 or more	12	64	\$16.81	\$16.75	\$15.46	\$18.54	\$13.38	\$19.44
<u>Employment Size Category</u>								
25 to 49	5	16	\$13.60	\$13.50	\$12.75	\$13.66	***	***
50 to 79	9	32	\$16.41	\$16.11	\$14.54	\$18.51	***	***
80 or more	11	56	\$16.99	\$17.04	\$15.56	\$18.72	\$13.36	\$19.86

2022 LIBRARY SURVEY

61 DIGITAL / VIRTUAL SERVICES DEPARTMENT HEAD

DIGITAL / VIRTUAL SERVICES

Provides leadership to the Digital Services department. Ensures the technology desk, media labs, creative studios, and other digital/virtual services are smoothly-functioning and useful to patrons. Also oversees the Library's electronic resources, including e-books, and other digital technologies as they develop. Develops and manages budgets and manages other digital/virtual services staff.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	19	19	\$35.76	\$35.54	\$31.25	\$39.93	\$25.21	\$44.04
<u>Budget Category</u>								
\$7,000,000 or more	11	11	\$37.74	\$37.80	\$33.65	\$42.32	\$33.33	\$43.93
<u>Population Category</u>								
30,000 to 49,999	6	6	\$35.97	\$35.59	\$30.50	\$42.32	***	***
50,000 or more	10	10	\$37.00	\$36.86	\$33.65	\$37.96	\$31.66	\$43.99
<u>Employment Size Category</u>								
50 to 79	5	5	\$36.00	\$37.02	\$31.25	\$39.93	***	***
80 or more	10	10	\$37.53	\$37.25	\$33.65	\$42.32	\$31.66	\$43.99

2022 LIBRARY SURVEY

52 DIGITAL / VIRTUAL SERVICES SPECIALIST

DIGITAL / VIRTUAL SERVICES

Handles the virtual delivery of the library's message using web design and maintenance as well as social media. Oversees the integration of virtual services amongst various departments ensuring messages are succinct, timely, relevant and easy to understand. Manages library subscription databases, teaches classes and oversees the development of technology related classes for both the public and staff. Works with e-books, e-content and keeps the library up-to-date with current with upcoming technology. May manage computer attendants.

	# of <u>Lib</u>	# of <u>Emps</u>	BASE PAY					
			<u>Average</u>	<u>Median</u>	Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	12	12	\$27.98	\$26.94	\$23.82	\$32.04	\$22.59	\$34.93
<u>Budget Category</u>								
\$7,000,000 or more	7	7	\$29.73	\$31.14	\$24.01	\$34.93	***	***
<u>Population Category</u>								
50,000 or more	7	7	\$29.89	\$31.14	\$24.76	\$34.93	***	***
<u>Employment Size Category</u>								
80 or more	6	6	\$30.74	\$32.04	\$25.81	\$34.93	***	***

2022 LIBRARY SURVEY

53 DIGITAL / VIRTUAL SERVICES ASSISTANT

DIGITAL / VIRTUAL SERVICES

Assists patrons with using Microsoft Office applications, accessing the Internet, setting up email accounts, accessing e-books and e-content, and other computer processes. Troubleshoots patron computers and printers. Assists in patron and staff technology training. Assists in content management of the library's website. Participates in technology projects.

	BASE PAY							
	# of	# of	Percentiles					
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	10	30	\$19.88	\$19.83	\$18.96	\$20.70	\$17.41	\$22.06
<u>Budget Category</u>								
\$4,000,000 to \$6,999,999	6	9	\$18.98	\$17.93	\$16.88	\$21.03	***	***
<u>Population Category</u>								
50,000 or more	6	24	\$20.26	\$19.92	\$19.23	\$21.00	***	***
<u>Employment Size Category</u>								
80 or more	5	22	\$20.32	\$19.92	\$19.33	\$20.70	***	***

2022 LIBRARY SURVEY

29 FACILITY & GROUNDS MAINTENANCE MANAGER

MAINTENANCE / FACILITIES

Responsible for grounds, buildings, and building equipment. Supervise the installation, maintenance, and repair of: electrical, gas, air, and water installations; sewers and fire sprinklers; the operation of building equipment and facilities; plant janitorial services; and the maintenance of grounds. Work with outside contractors and architects on building construction as necessary. Plan, lay out, and assign work, involving diagnosing and remedying difficult problems. Report defective equipment and recommend the replacement of obsolete or damaged equipment when estimates of repair costs are excessive. Expedite building and system repairs in construction to avoid delays. Perform normal supervisory functions in a department with seldom over 10 persons.

	# of Lib	# of Emps	BASE PAY					
			Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	67	67	\$35.49	\$36.00	\$29.67	\$41.60	\$25.50	\$45.11
<u>Budget Category</u>								
\$2,000,000 to \$3,999,999	17	17	\$31.87	\$29.67	\$27.17	\$36.53	\$24.04	\$42.87
\$4,000,000 to \$6,999,999	24	24	\$35.51	\$35.75	\$31.70	\$38.78	\$30.60	\$43.21
\$7,000,000 or more	20	20	\$41.97	\$41.92	\$36.93	\$45.15	\$34.18	\$51.65
<u>Population Category</u>								
15,000 to 29,999	15	15	\$35.12	\$36.00	\$29.67	\$39.07	\$26.50	\$43.53
30,000 to 49,999	23	23	\$33.94	\$32.29	\$29.25	\$38.11	\$27.17	\$42.23
50,000 or more	24	24	\$38.83	\$38.55	\$32.48	\$43.69	\$28.29	\$48.06
<u>Employment Size Category</u>								
25 to 49	19	19	\$29.25	\$29.07	\$25.08	\$32.82	\$23.00	\$37.75
50 to 79	21	21	\$36.73	\$36.41	\$31.66	\$39.25	\$31.30	\$43.53
80 or more	25	25	\$40.09	\$40.82	\$36.23	\$43.06	\$32.22	\$48.27

2022 LIBRARY SURVEY

44 MAINTENANCE WORKER

MAINTENANCE / FACILITIES

General maintenance position. Performs hands-on work related to the repair and upkeep of library building and grounds. Work often includes basic repairs related to mechanical and/or electrical equipment, painting, moderately complex construction projects, meeting room setup, and other general duties. This is not a janitor job, even though janitor duties may be performed a minor amount of the time.

	BASE PAY							
	# of	# of	Average	Median	Percentiles			
	<u>Lib</u>	<u>Emps</u>			<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	76	144	\$20.04	\$19.25	\$17.02	\$22.29	\$15.58	\$25.74
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	12	13	\$19.51	\$17.75	\$16.01	\$21.05	\$15.00	\$26.00
\$2,000,000 to \$3,999,999	18	21	\$19.29	\$18.61	\$17.03	\$20.50	\$16.55	\$22.53
\$4,000,000 to \$6,999,999	24	50	\$19.31	\$18.35	\$16.50	\$20.58	\$15.00	\$25.40
\$7,000,000 or more	19	57	\$21.35	\$20.98	\$18.36	\$23.00	\$17.05	\$27.25
<u>Population Category</u>								
7,500 to 14,999	9	10	\$21.65	\$20.78	\$17.75	\$22.83	***	***
15,000 to 29,999	21	35	\$18.68	\$18.06	\$15.68	\$20.10	\$14.44	\$23.36
30,000 to 49,999	19	29	\$19.98	\$19.26	\$17.58	\$20.98	\$16.50	\$25.07
50,000 or more	24	66	\$20.54	\$19.85	\$17.52	\$22.59	\$16.50	\$26.07
<u>Employment Size Category</u>								
13 to 24	7	7	\$18.63	\$18.61	\$15.91	\$20.50	***	***
25 to 49	25	31	\$18.88	\$18.73	\$16.85	\$20.32	\$15.45	\$22.53
50 to 79	18	35	\$18.80	\$18.00	\$15.68	\$20.30	\$14.83	\$24.79
80 or more	24	69	\$21.18	\$20.85	\$17.63	\$23.00	\$16.50	\$27.25

2022 LIBRARY SURVEY

31 JANITOR / CUSTODIAN

MAINTENANCE / FACILITIES

Clean assigned areas, using power equipment. Clean drinking fountains, office partition windows, washrooms, toilets and lavatories. Replenish supplies.

	# of <u>Lib</u>	# of <u>Emps</u>	<u>Average</u>	<u>Median</u>	BASE PAY			
					Percentiles			
					<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	39	74	\$17.11	\$16.25	\$15.00	\$19.11	\$13.96	\$21.70
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	5	5	\$14.24	\$13.50	\$13.00	\$14.00	***	***
\$2,000,000 to \$3,999,999	10	16	\$15.87	\$15.86	\$14.75	\$17.34	\$12.00	\$19.11
\$4,000,000 to \$6,999,999	12	22	\$16.85	\$15.95	\$15.00	\$17.90	\$14.81	\$19.96
\$7,000,000 or more	9	28	\$18.71	\$18.33	\$15.92	\$21.26	***	***
<u>Population Category</u>								
15,000 to 29,999	10	13	\$16.14	\$16.65	\$15.68	\$17.68	\$13.00	\$18.70
30,000 to 49,999	12	24	\$18.23	\$16.94	\$15.01	\$20.92	\$13.96	\$24.93
50,000 or more	13	33	\$16.93	\$16.11	\$15.15	\$18.68	\$14.49	\$20.39
<u>Employment Size Category</u>								
25 to 49	12	14	\$14.58	\$14.25	\$12.30	\$15.97	\$12.00	\$17.74
50 to 79	14	27	\$18.10	\$16.99	\$15.69	\$19.96	\$15.02	\$22.21
80 or more	10	30	\$17.57	\$16.99	\$15.15	\$19.25	\$14.65	\$22.48

2022 LIBRARY SURVEY

32 LIBRARY MONITOR

MISCELLANEOUS

Responsible for patrolling the premises to ensure the safety of both patrons and staff and that appropriate behavior is maintained in accordance with the policies and procedures of the library. Assists in behavior correction, crisis situations, and emergencies including contacting law enforcement and emergency personnel.

	BASE PAY							
	# of	# of			Percentiles			
	<u>Lib</u>	<u>Emps</u>	<u>Average</u>	<u>Median</u>	<u>25th</u>	<u>75th</u>	<u>10th</u>	<u>90th</u>
All Libraries Combined:	32	92	\$18.95	\$18.21	\$16.07	\$21.00	\$15.00	\$22.70
<u>Budget Category</u>								
\$1,000,000 to \$1,999,999	5	6	\$15.11	\$15.22	\$14.00	\$16.22	***	***
\$4,000,000 to \$6,999,999	11	36	\$18.17	\$17.18	\$15.96	\$19.32	\$15.12	\$22.33
\$7,000,000 or more	12	43	\$20.41	\$20.84	\$18.05	\$22.18	\$16.11	\$23.43
<u>Population Category</u>								
15,000 to 29,999	6	12	\$18.63	\$17.59	\$16.07	\$21.00	***	***
30,000 to 49,999	8	20	\$17.32	\$16.84	\$15.21	\$19.83	***	***
50,000 or more	16	57	\$19.75	\$19.38	\$16.62	\$22.05	\$15.43	\$23.78
<u>Employment Size Category</u>								
25 to 49	9	13	\$16.26	\$16.22	\$14.00	\$17.00	***	***
50 to 79	5	13	\$17.37	\$16.00	\$15.30	\$17.62	***	***
80 or more	18	66	\$19.79	\$19.46	\$17.00	\$22.05	\$15.70	\$23.43

BENEFITS

2022 LIBRARY SURVEY BENEFITS

PAID LEAVE

1. Average number of fixed paid sick days per year:

	Full-Time Employees	
	Average	# of Libraries
Days per Year	11.4	128

2. Average number of fixed paid personal days per year:

	Full-Time Employees	
	Average	# of Libraries
Days per Year	3.3	112

3. Are part-time employees eligible for pro-rated sick/personal time?

	% of Libraries	# of Libraries
Yes	79.9%	107
No	20.1%	27

3b. Minimum number of hours part-time employees are required to work to be eligible for pro-rated sick/personal time:

	Average	# of Libraries
Hours per Week	14.2	96

VACATION DAYS

4a. Average number of vacation days received for the following years of service - Library Director:

	Days	# of Libraries
1st Year	18.9	126
5th Year	20.6	127
10th Year	21.9	124
15th Year	22.5	123

4b. Average number of vacation days received for the following years of service - Department Heads:

	Days	# of Libraries
1st Year	16.6	122
5th Year	19.0	123
10th Year	21.1	120
15th Year	21.8	119

4c. Average number of vacation days received for the following years of service - Other Exempt Employees:

	Days	# of Libraries
1st Year	15.4	114
5th Year	17.9	116
10th Year	20.6	112
15th Year	21.5	111

2022 LIBRARY SURVEY BENEFITS

VACATION DAYS (CONTINUED)

4d. Average number of vacation days received for the following years of service - Non-Exempt Employees:

	Days	# of Libraries
1st Year	11.0	124
5th Year	14.9	126
10th Year	18.7	124
15th Year	20.1	122

5. Unused vacation time is:

	% of Libraries	# of Libraries
Canceled/Forfeited at Year End	28.8%	38
Paid for at Year End	2.3%	3
Allowed to be Carried Over	68.9%	91

6. Are Part-time employees eligible for pro-rated vacation days?

	% of Libraries	# of Libraries
Yes	79.1%	106
No	20.9%	28

6b. Average minimum number of hours required for part-time employees to qualify for pro-rated vacation day benefits:

	Average	# of Libraries
Hours per Week	16.2	103

HOLIDAYS

7a. Average number of scheduled holidays per year (excludes libraries that do not offer any holidays):

	Average	# of Libraries
Scheduled Holidays	9.1	133

7b. Number of libraries that don't offer any scheduled holidays:

	# of Libraries
No Scheduled Holidays	0

7c. Average number of floating holidays per year (excludes libraries that do not offer any floating holidays):

	Average	# of Libraries
Floating Holidays	2.9	57

7d. Number of libraries that don't offer any scheduled holidays:

	# of Libraries
No Floating Holidays	59

2022 LIBRARY SURVEY BENEFITS

HOLIDAYS (CONTINUED)

8. How are non-exempt employees compensated for working on holidays?

	% of Libraries	# of Libraries
Another Paid Day Off	16.7%	22
Time-and-a-Half Pay	2.3%	3
Double Pay	2.3%	3
Another Paid Day and Time-and-a-Half Pay	0.8%	1
Library is Entirely Closed for all Holidays	75.0%	99
Other (see below)	3.0%	4

Other Responses:

Regular pay if scheduled to work on that day (3), They can use their PTO if they were scheduled to work on the day we were closed.

MEDICAL INSURANCE

9. How many days of service are required to be eligible for medical benefits:

	% of Libraries	# of Libraries
None, Enrollment is Immediate Upon Hire	27.1%	36
30 Days	9.0%	12
First Day of the Month Following Date of Hire	43.6%	58
First Day of the Month Following 30 Days of Employment	11.3%	15
60 Days	0.8%	1
90 Days	2.3%	3
Other (see below)	0.0%	0
Don't Offer Medical Benefits	6.0%	8

10. Does your library purchase its own health insurance privately?

	% of Libraries	# of Libraries
Yes	33.1%	41
No	66.9%	83

11. Is the library in a consortium to purchase health insurance?

	% of Libraries	# of Libraries
Yes	59.2%	74
No	40.8%	51

2022 LIBRARY SURVEY BENEFITS

HMO PLANS

12. Do you offer an HMO Plan?

	% of Libraries	# of Libraries
Yes	57.7%	71
No	42.3%	52

13. Do you offer financial incentives to employees to join your HMO versus other plans?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	9.5%	7	0.0%	0
No	90.5%	67	100.0%	2

14a. Average HMO office visit co-pay (excludes libraries with a co-pay of \$0):

	Average \$ Amount	# of Libraries
Co-Pay	\$20.90	67

14b. Number of libraries that don't have an office visit co-pay for their HMO plan:

	# of Libraries
No Co-Pay	6

15a. Average percent of HMO plan premium paid by the library (excluding libraries paying 0%) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Single Coverage Premium	82.2%	56	0.0%	0

15b. Number of libraries that pay 0% of the HMO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries	# of Libraries	# of Libraries	# of Libraries
No Premium Paid	1	2		

15c. Number of libraries that pay 100% of the HMO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries	# of Libraries	# of Libraries	# of Libraries
Entire Premium Paid	13	0		

2022 LIBRARY SURVEY BENEFITS

HMO PLANS (CONTINUED)

16a. Average percent of HMO plan premium paid by the library (excluding libraries paying 0%) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Family Coverage Premium	68.4%	47	0.0%	0

16b. Number of libraries that pay 0% of the HMO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	21	2

16c. Number of libraries that pay 100% of the HMO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	1	0

PPO PLANS

17. Do you offer an PPO Plan?

	% of Libraries	# of Libraries
Yes	94.4%	119
No	5.6%	7

18a. Average PPO in-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$1,044.39	108

18b. Average PPO in-network deductible amount - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$2,777.97	103

19a. Average PPO out-of-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$2,336.39	108

19b. Average PPO out-of-network deductible amount - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$4,935.44	103

20a. Average PPO office visit co-pay (excludes libraries with a co-pay of \$0):

	Average \$ Amount	# of Libraries
Co-Pay	\$23.11	95

20b. Number of libraries that don't have an office visit co-pay for their PPO plan:

	# of Libraries
No Co-Pay	13

2022 LIBRARY SURVEY BENEFITS

PPO PLANS (CONTINUED)

21a. Average in-network medical services amount covered by the PPO plan - SINGLE COVERAGE:

	Average %	# of Libraries
Medical Services - Single	82.2%	97

21b. Average in-network medical services amount covered by the PPO plan - FAMILY COVERAGE:

	Average %	# of Libraries
Medical Services - Family	82.5%	91

22a. Average out-of-network medical services amount covered by the PPO plan - SINGLE COVERAGE:

	Average %	# of Libraries
Medical Services - Single	61.4%	98

22b. Average out-of-network medical services amount covered by the PPO plan - FAMILY COVERAGE:

	Average %	# of Libraries
Medical Services - Family	61.8%	91

23a. Average out-of-pocket expense limitation for in-network PPO plan - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$2,557.28	103

23b. Average out-of-pocket expense limitation for in-network PPO plan - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$6,527.27	99

24a. Average out-of-pocket expense limitation for out-of-network PPO plan - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$4,775.27	93

24b. Average out-of-pocket expense limitation for out-of-network PPO plan - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$11,969.23	91

25a. Average percent of premium paid by the library for their PPO plan (excludes libraries paying 0%) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Single	82.9%	85	75.0%	1

25b. Number of libraries that pay 0% of the PPO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	2	2

2022 LIBRARY SURVEY BENEFITS

PPO PLANS (CONTINUED)

25c. Number of libraries that pay 100% of the PPO premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	22	0

26a. Average percent of premium paid by the library for their PPO plan (excludes libraries paying 0%) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Family	65.2%	65	50.0%	1

26b. Number of libraries that PAY 0% percent of the PPO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	44	3

26c. Number of libraries that pay 100% of the PPO premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	2	0

HIGH DEDUCTIBLE HEALTH PLANS (HSA QUALIFIED)

27. Do you offer a High Deductible Health Plan (HSA Qualified)?

	% of Libraries	# of Libraries
Yes	31.4%	38
No	68.6%	83

28a. Average High Deductible Health Plan (HSA Qualified) in-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$2,875.68	37

28b. Average High Deductible Health Plan (HSA Qualified) in-network deductible amount - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$6,058.11	37

29a. Average High Deductible Health Plan (HSA Qualified) out-of-network deductible amount - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Single	\$5,389.19	37

2022 LIBRARY SURVEY BENEFITS

HIGH DEDUCTIBLE HEALTH PLANS (HSA QUALIFIED) (CONTINUED)

29b. Average High Deductible Health Plan (HSA Qualified) out-of-network deductible amount - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Deductible - Family	\$11,474.32	37

30a. Average in-network expense limitation High Deductible Health Plan (HSA Qualified) - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$3,972.22	36

30b. Average in-network expense limitation High Deductible Health Plan (HSA Qualified) - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$8,075.00	36

31a. Average out-of-network expense limitation High Deductible Health Plan (HSA Qualified) - SINGLE COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Single	\$8,835.94	32

31b. Average out-of-network expense limitation High Deductible Health Plan (HSA Qualified) - FAMILY COVERAGE:

	Average \$ Amount	# of Libraries
Expense Limitation - Family	\$17,998.44	32

32a. Average percent of premium paid by the library for their High Deductible Health Plan (HSA Qualified) (excludes libraries paying 0%) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Single	87.8%	32	0.0%	0

32b. Number of libraries that pay 0% of the High Deductible Health Plan (HSA Qualified) premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
No Premium Paid	1		1	

32c. Number of libraries that pay 100% of the High Deductible Health Plan (HSA Qualified) premium - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	# of Libraries		# of Libraries	
Entire Premium Paid	5		0	

2022 LIBRARY SURVEY

BENEFITS

HIGH DEDUCTIBLE HEALTH PLANS (HSA QUALIFIED) (CONTINUED)

33a. Average percent of premium paid by the library for their High Deductible Health Plan (HSA Qualified) (excludes libraries paying 0%) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Premium - Family	67.6%	26	0.0%	0

33b. Number of libraries that PAY 0% percent of the High Deductible Health Plan (HSA Qualified) premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Premium Paid	12	1

33c. Number of libraries that pay 100% of the High Deductible Health Plan (HSA Qualified) premium - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
Entire Premium Paid	0	0

34. Do you contribute toward the employees' HSA accounts?

	% of Libraries	# of Libraries
Yes	51.3%	20
No	48.7%	19

35a. Average annual amount contributed to employees' HSA accounts (excludes libraries paying \$0) - SINGLE COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average \$	# of Libraries	Average \$	# of Libraries
Contribution Amount	\$1,108.33	18	\$0.00	0

35b. Average annual amount contributed to employees' HSA accounts (excludes libraries paying \$0) - FAMILY COVERAGE:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average \$	# of Libraries	Average \$	# of Libraries
Contribution Amount	\$1,990.63	16	\$0.00	0

2022 LIBRARY SURVEY

BENEFITS

OTHER HEALTH BENEFITS

36. What programs does the library offer to encourage employee health and wellness?

	% of Libraries	# of Libraries
Smoking Cessation Classes	4.0%	5
Classes on Health & Nutrition	10.5%	13
Weight Loss Classes	2.4%	3
Blood Pressure Checks/Cholesterol Checks	8.9%	11
Flu Shots	40.3%	50
Stress Reduction/Time Management	13.7%	17
Employee Assistance Program	71.8%	89
Yoga/Group Exercise Classes	4.0%	5
Massages	3.2%	4
Wellness Fairs	8.1%	10
Walking Club	4.0%	5
Discounted Recreation/Gym Memberships	20.2%	25
Health and Wellness Programs not Provided	18.5%	23
Other (see below)	8.9%	11

Other Responses:

Wellness programs are offered through Health Insurance Plan (6); Varies, depends on staff requests, Wellness Days (Paid day off for wellness once a year), Wellness newsletter and other communications, Wellness Room.

37. What additional health benefits does the library offer?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Health Reimbursement Account (HRA)	12.1%	15	4.7%	2
Flexible Spending Account (FSA)	42.7%	53	32.6%	14
Vision	95.2%	118	48.8%	21
Dental	99.2%	123	46.5%	20
Life Insurance	93.5%	116	53.5%	23
Prescription Drug	75.8%	94	11.6%	5
Disability Insurance (Other than IMRF)	29.0%	36	14.0%	6

2022 LIBRARY SURVEY

BENEFITS

RETIREMENT

38. What retirement plans do you offer employees?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
401(k)	1.5%	2	0.9%	1
401(a)	2.3%	3	0.0%	0
403(b)	7.5%	10	4.7%	5
457	54.9%	73	48.6%	52
Roth IRA	12.0%	16	12.1%	13
IMRF	91.7%	122	87.9%	94
Library-Funded Pension Plan	1.5%	2	0.9%	1
None	1.5%	2	3.7%	4
Other (see below)	3.0%	4	2.8%	3

Other Responses:

Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
IRA products	Simple IRA
SEP	SURS
Simple IRA	
SURS	

39. When are employees eligible to participate?

	% of Libraries	# of Libraries
Immediately	96.2%	126
After 6 Months	1.5%	2
At one Year	0.0%	0
More than One Year	0.8%	1
Other	1.5%	2

40. Does your library contribute or match employee contributions? (Does not apply to IMRF or library-funded pension plans)

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Yes	8.6%	7	5.3%	4
No	77.8%	63	72.4%	55
Does Not Apply	14.8%	12	23.7%	18

41. If your library contributed or offered a match last year, what was the percentage? (Does not apply to IMRF or Library-funded pension plans)

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average %	# of Libraries	Average %	# of Libraries
Contribution Amount	5.6%	5	3.0%	3

2022 LIBRARY SURVEY

BENEFITS

RETIREMENT (CONTINUED)

42. The vesting schedule is:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
100% Immediately	13.8%	11	10.8%	8
Graded, 100% by 7 Years	3.8%	3	4.1%	3
Graded, 100% by 6 Years	0.0%	0	0.0%	0
Cliff, 100% by 5 Years	1.3%	1	1.4%	1
Other	41.3%	33	35.1%	26
No Pension Plan Provided	40.0%	32	48.6%	36

TRAINING

43. Which of the following training opportunities do you offer?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Apprenticeship	2.3%	3	4.9%	6
Supervisory	51.9%	67	18.9%	23
Mid-Level Management	44.2%	57	11.5%	14
Executive Development	35.7%	46	6.6%	8
Professional Development	91.5%	118	83.6%	102
Continuing Education	93.0%	120	87.7%	107
Industry Seminars	77.5%	100	68.9%	84
Leadership	52.7%	68	25.4%	31
Coaching	40.3%	52	26.2%	32
Teams	31.8%	41	27.0%	33
Computer	62.8%	81	63.9%	78

44a. Average minimum number of hours per year employees are encouraged to participate in training:

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	Average # of Hours	# of Libraries	Average # of Hours	# of Libraries
Hours per Year	26.4	18	17.0	17

44b. Number of libraries that do not have a minimum amount of training hours:

	Full-Time Employees Working 30 or More Hours per Week	Part-Time Employees Working 20-29 Hours per Week
	# of Libraries	# of Libraries
No Minimum Hours per Year	112	112

2022 LIBRARY SURVEY BENEFITS

TUITION REIMBURSEMENT

45. Do you offer tuition reimbursement?

	% of Libraries	# of Libraries
Yes	68.7%	92
No	31.3%	42

46a. Length of time an employee needs to be employed in order to be eligible for tuition reimbursement (excludes those with no waiting period):

	Average # of Months	# of Libraries
Months to Eligibility	10.7	78

46b. Number of libraries that do not have a waiting period in order to be eligible for tuition reimbursement:

	# of Libraries
No Waiting Period	13

47. What conditions must be met to qualify for tuition assistance?

	% of Libraries	# of Libraries
Course Must be Job Related	91.3%	84
Course Must be Satisfactorily Completed	97.8%	90
Course Must be Approved by Supervisor	90.2%	83
Course Must Apply Toward Degree or Certification	54.3%	50

48. What is the maximum amount of tuition reimbursement offered to an employee each year?

	Full-Time Employees Working 30 or More Hours per Week		Part-Time Employees Working 20-29 Hours per Week	
	% of Libraries	# of Libraries	% of Libraries	# of Libraries
Less than \$1,000	18.8%	16	26.6%	21
\$1,001 - \$2,500	36.5%	31	38.0%	30
\$2,501 - \$5,000	28.2%	24	24.1%	19
More than \$5,000	17.6%	15	12.7%	10

49. In addition to tuition reimbursement, which fees are paid in whole or part to qualified employees?

	% of Libraries	# of Libraries
Textbooks Cost	60.9%	14
Laboratory Fees and Supplies	65.2%	15
Student Activity Fees	26.1%	6
Other (Such as Registration Fees)	65.2%	15

50. Are employees permitted time off from work to attend classes?

	% of Libraries	# of Libraries
Yes, With Pay	1.1%	1
Yes, Without Pay	20.2%	18
Yes, but Only in Special Cases	11.2%	10
No, Only After Work Hours	67.4%	60

2022 LIBRARY SURVEY

BENEFITS

TUITION REIMBURSEMENT (CONTINUED)

51. How long is the service requirement following reimbursement to avoid repayment?

	% of Libraries	# of Libraries
No Service Requirement	30.3%	27
Less than 1 Year	4.5%	4
1 Year	51.7%	46
2 Years	7.9%	7
3 Years	3.4%	3
More than 3 Years	2.2%	2

PART-TIME EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK

52. Which of the following benefits do you provide to employees that work less than 20 hours per week?

	% of Libraries	# of Libraries
Paid Vacation	41.7%	50
Paid Holidays	49.2%	59
Paid Sick Time	50.0%	60
Medical Insurance (Subsidized by the Library)	0.0%	0
Medical Insurance (Non-subsidized)	3.3%	4
Retirement Benefits	17.5%	21
Training (In Addition to What is Necessary for Regular Job Performance)	67.5%	81
Tuition Reimbursement	34.2%	41

PAY ADMINISTRATION

53. Salaries are what percent of your total budget?

	Average	# of Libraries
Percent	49.5%	131

54. Our compensation program is based upon:

	% of Libraries	# of Libraries
Market Benchmarking	70.5%	93
Point Factor Job Evaluation	2.3%	3
No Formal Plan	27.3%	36

55. Does the library provide any monetary bonus?

	% of Libraries	# of Libraries
Yes	33.8%	44
No	66.2%	86

56. Is there a written policy regarding service awards?

	% of Libraries	# of Libraries
Yes	46.9%	61
No	53.1%	69

2022 LIBRARY SURVEY

BENEFITS

PAY ADMINISTRATION (CONTINUED)

57. Does your library utilize a compensatory time policy for non-exempt employees?

	% of Libraries	# of Libraries
Yes	25.6%	33
No	74.4%	96

58. Are library employees allowed to flex their work schedules?

	% of Libraries	# of Libraries
Yes	75.5%	71
No	24.5%	23

59. Is the library open on Sunday?

	% of Libraries	# of Libraries
Yes	70.1%	94
No	29.9%	40

60. Is your library open on Sunday all year?

	% of Libraries	# of Libraries
Yes	75.5%	71
No	24.5%	23

61. The rate for Sunday work is:

	% of Libraries	# of Libraries
Straight Time	84.0%	79
Time-and-a-Half	10.6%	10
Double Time	1.1%	1
Other	4.3%	4
None. Library is Closed on Sunday	0.0%	0

62. Does the library provide breaks beyond a regular meal break?

	% of Libraries	# of Libraries
Yes	88.8%	119
No	11.2%	15

63. Does your library provide paid lunch breaks for non-exempt employees?

	% of Libraries	# of Libraries
Yes	36.4%	48
No	63.6%	84

64. Does the library pay any conference expenses?

	% of Libraries	# of Libraries
Yes	100.0%	134
No	0.0%	0

65. Is there a set per diem allowance, excluding registration fees, when attending conferences?

	% of Libraries	# of Libraries
Yes	69.2%	92
No	30.8%	41

2022 LIBRARY SURVEY BENEFITS

PAY ADMINISTRATION (CONTINUED)

66. Do you offer paid parental leave?

	% of Libraries	# of Libraries
Yes	32.8%	44
No	51.5%	69
No, but Considering it in the Future	15.7%	21

62 What is the maximum number of week(s) paid for parental leave?

	% of Libraries	# of Libraries
1 Week	2.3%	1
2 Weeks	11.4%	5
3 Weeks	2.3%	1
4 Weeks	9.1%	4
5 Weeks	0.0%	0
6 Weeks	29.5%	13
7 Weeks	0.0%	0
8 Weeks	38.6%	17
9 or more Weeks	6.8%	3

2022 LIBRARY SURVEY
ALPHABETICAL INDEX BY JOB TITLE
Data reported as of March 1, 2022

Job Title	Job Code	Page
Acquisition Clerk	50	58
Administrative Assistant	19	22
Administrative Assistant, Executive	18	21
Administrative Services Office Manager	30	16
Adult Services Assistant Department Head	62	37
Adult Services Department Head	08	36
Assistant Director	02	11
Bookkeeper (Accounting Clerk)	25	19
Bookmobile Driver	16	34
Branch Head	03	12
Business Manager	23	18
Cataloger	38	55
Circulation Assistant Department Head	71	48
Circulation Clerk	14	51
Circulation Department Head	04	47
Circulation Supervisor	48	49
Computer Lab Assistant	39	65
Digital / Virtual Services Assistant	53	68
Digital / Virtual Services Department Head	61	66
Digital / Virtual Services Specialist	52	67
Early Literacy Coordinator	56	30
Facility & Grounds Maintenance Manager	29	69
Finance Director	66	17
Graphic Designer	28	26
Head of Outreach	67	27
Homebound Assistant	54	33
Human Resources Assistant	21	15
Human Resources Generalist	69	14
Human Resources Manager	20	13
Information Technology (IT) Assistant	49	64
Information Technology (IT) Manager	34	60
Inter-Library Loan Assistant	40	57
Janitor / Custodian	31	71
Librarian	10	40
Library Aide	60	46
Library Assistant	12	44
Library Clerk	43	45
Library Director	01	10
Library Monitor	32	72
Maintenance Worker	44	70
Makerspace / Studio Specialist	70	43
Marketing & Public Relations Manager	59	24
Marketing & Public Relations Specialist	17	25
Outreach Coordinator	47	28
Payroll Administrator	27	20
Processing Clerk	42	59
Program Coordinator	46	29
Receptionist	22	23
Reference Department Head	05	35
School Liaison	55	31
Shelver / Page	15	52
Shelver / Page Supervisor	57	50
Specialty Librarian	68	41
Systems Administrator	35	61
Technical Services Assistant	45	56
Technical Services Assistant Department Head	64	54
Technical Services Department Head	06	53
Technology Librarian	65	42
Van Driver	51	*
Volunteer Coordinator	58	32
Web Content Administrator	36	62
Webmaster	37	63
Youth Services Assistant Department Head	63	39
Youth Services Department Head	07	38

* Insufficient Data

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ORDINANCE 22-07-01
2022 ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the North Riverside Public Library is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the North Riverside Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal address”; and

WHEREAS the Office of the Illinois Secretary of State has issued regulations defining “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS the Board of Trustees of the North Riverside Public Library District has determined for its 2022-23 fiscal year, commencing July 1, 2022, and ending June 30, 2023, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District whose closest library is the North Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the North Riverside Public Library District, may purchase a non-resident fee card for the price calculated according to the Tax Bill Method (23 Ad. Code 3050.60(b)).

Section 2: Individuals residing beyond the jurisdictional boundaries of the North Riverside Public Library District but owning (as an individual, a partner, the principal stockholder or other joint owner) taxable property within the jurisdictional boundaries of the North Riverside Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the North Riverside Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of the

Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance; and (c) the fee formula as set forth herein.

Section 4: The North Riverside Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The North Riverside Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determined the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the North Riverside Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the North Riverside Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a “local use” library card from the North Riverside Public Library.

ADOPTED this 18th day of July, 2022, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the North Riverside Public Library District.

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

BUDGET AND APPROPRIATION ORDINANCE

ORDINANCE NO. (22-08-01)

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT COOK COUNTY, ILLINOIS

FISCAL YEAR JULY 1, 2022 to JUNE 30, 2023

This Ordinance constitutes the Budget and Appropriation Ordinance for the North Riverside Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

CORPORATE

Salaries	\$593,250
Audio-visual materials and services	24,150
Books	57,750
Periodicals	3,150
Other media	25,725
Library programs	84,525
Office supplies	18,900
Printing	15,750
Postage	5,460
Legal fees	12,600
Public information	12,600
Health Insurance	47,250
Library promotion and miscellaneous service fees	40,425
Utilities	55,350
Telephone	19,425
Contingency	10,050
Petty cash	600
Information technology	107,000

Strategic initiatives	9,500
Debt service costs	63,000
Accounting	22,500
Service contracts	71,000
Library Trustees	4,000
Library staff	<u>8,500</u>
Total	<u>\$1,260,460.00</u>

MEMORIAL FUND

Books	6,500.00
Audio – visual materials	6,500.00
Equipment	<u>9,500.00</u>
Total	<u>\$22,500</u>

AUDIT \$16,750

IMRF \$51,500

SOCIAL SECURITY \$51,000

PUBLIC LIABILITY, PROPERTY, WORKERS' COMPENSATION, AND DIRECTORS AND OFFICERS' INSURANCE

Public liability insurance	\$20,500.00
Workers' compensation insurance	5,600.00
Property insurance	7,000.00
Directors' and Officers' insurance	<u>2,100.00</u>
Total:	<u>\$35,200.00</u>

UNEMPLOYMENT COMPENSATION INSURANCE 5,500.00

BUILDINGS, MAINTENANCE AND EQUIPMENT

Building supplies and maintenance	41,000.00
Building repairs	160,000.00
Casual labor and fees	10,900.00
Building improvements	<u>160,000.00</u>
Total	<u>371,900.00</u>

SUMMARY

CORPORATE	1,260,460.00
MEMORIAL FUND	22,500.00
AUDIT	16,750.00
IMRF	51,500.00
SOCIAL SECURITY	51,000.00
PUBLIC LIABILITY, PROPERTY, WORKERS'	
COMPENSATION INSURANCE AND DIRECTORS'	
AND OFFICERS' INSURANCE	35,200.00
UNEMPLOYMENT COMPENSATION INSURANCE	5,500.00
BUILDING, MAINTENANCE AND EQUIPMENT	<u>371,900.00</u>
TOTAL:	<u>\$1,814,810.00</u>

SECTION 2: As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$912,962.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$1,814,810.
- c. The estimated expenditures for the fiscal year are \$1,814,810.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$913,612.
- e. The estimated amount of library taxes to be received during the fiscal year is \$1,180,200.
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$634,610.

SECTION 3: Funds in the total amount of \$1,814,810.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4: All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

ADOPTED this 15th day of August, 2022 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED by me this 15th day of August, 2022.

Annette Corgiat, President

ATTEST:

John Mathias, Secretary

(seal)

**Notice of Public Hearing on
Budget And Appropriation Ordinance**

Notice is hereby given that The North Riverside Public Library District prepared in tentative form an annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation Ordinance on August 15, 2022, at the hour of 6:00 p.m. at 2400 Des Plaines Avenue, North Riverside, IL 60546 or on Zoom/Webex posted on the Library's website.

The tentative Budget and Appropriation Ordinance is available for public inspection at the North Riverside Public Library District during the hours of 10:00 a.m. to 6:00 p.m., Mon.-Fri., 10:00 a.m. to 4:00 p.m. on Sat.

Dated July 11, 2022.

Board of Library Trustees
North Riverside Public Library District

PUBLIC NOTICE

Public notice is hereby given that, by Ordinance No. 22-06-01 adopted on June 20, 2022, the Board of Library Trustees of the North Riverside Public Library District determined to levy an additional tax of 0.02% of the value of all taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs and alterations of Library buildings and equipment, said levy to be effective for the 2022-2023 fiscal year. The text of said Ordinance is set forth below.

The question of levying said tax shall be submitted to the electors of the District if a petition is filed with the Board signed by not less than 478 registered voters in the District asking that the question of levying said 0.02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is November 8, 2022.

Board of Library Trustees
North Riverside Public Library District



NORTH RIVERSIDE
PUBLIC LIBRARY

NORTH RIVERSIDE, IL

Annual Secretary's Audit

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year FY2021/2022.

Trustee Signature

Date

Printed Name

Trustee Signature

Date

Printed Name

Question:

My Board currently meets twice a month. Once for their Committee of the Whole and once for the Board meeting. Previously (before my time here), they met nearly 10 times a month for various separate committees, other concerns and the Board meeting. Over the past year, they have canceled several Committee of the Whole meetings for lack of discussion topics. My Board President is very concerned about this turn of events. Can you all tell me what you do? Do you have separate committee meetings through the month (or as needed), a monthly Committee of the Whole meeting or just discussion at your Board meetings? Our regular Board meetings are generally less than an hour and Committee of the Whole meetings are usually even shorter depending on the month.

Director's Listserv Responses:

(Midlothian Library) Our board meets once a month for its regular meeting, and they do not ever have Committees of the Whole. We have 7 smaller committees, some of which meet about once a year on an as-needed basis, others of which meet twice a year. As it is currently, our regular board meetings run between 60 and 90 minutes each. I cannot possibly imagine having so much business to discuss that it would be worth having a Committee of the Whole on a monthly basis.

(Prospect Heights Library) Committees or CoWs are in place to save the board time by handling the discussion, reviewing quotes, and such outside of the regular meeting where the vote takes place.

We have 3 standing committees. Budget & Finance generally meets twice a year – once for the budget and again for the levy. Personnel & Policy meets 4-5 times a year to keep current on our policy review schedule and do the director's evaluation. Building & Grounds meets on an as needed basis which I'd say is about 3-4 times a year but depends on what projects we're doing.

If you (or your president) can't identify things that are being missed, it's fine to have everything done at the regular meeting. Having an uneasy feeling is natural if this is a departure of the past, but that feeling alone shouldn't force extra meetings.

Be grateful that ~10 committee meetings per month are a thing of the past! I can't imagine what those were all about and why/how they couldn't have been consolidated. But that was a previous board and this board is doing things differently and that's OK.

Board meetings and procedures fluctuate over time and trustees and directors come and go. It's a natural thing I think. For example, my board meetings used to last 2 hours, often 2.5. There was some turnover on the board and they elected a new president who made it a priority to get meetings down to 90 minutes.

We implemented a consent agenda and I made a conscious effort to talk less (I now presume they read my monthly report and limit myself to 3 highlights and asking for questions). We were at 90 minutes (generally less) in about 6 months.

COVID condensed things even more. Zoom meetings were 45 minutes or so. And when we resumed meeting in person, that trend continued. Over the past year, we've had two meetings that took less than 30 minutes from call to order to adjournment!

Now, that concerned me a bit – where we missing something? Nope, all business was getting covered. Was the board not engaged? Not really, they didn't discuss every point, but they did ask enough questions to assure me that they're reading the material and the like.

So this is our new normal. And it's allowing me this year to implement more board training. We should still be under 90 minutes, but they think a 60 minute meeting with 20 minutes of training is a good use of their time.

(Lansing Library) My Board meets once a month for the Board meeting, and only rarely meets outside of that date.

(Northlake Library) Same as others have mentioned we meet monthly (except December and July there are no meetings) and while we don't currently have committees as they prefer to just meet monthly as a whole, the previous board had committee meetings just before the regular board meetings.

(Peru Library) **Peru has 11 meetings per fiscal year, skipping December most years. They have ad hoc committee meetings as needed - nomination, and secretary's review. Our meetings run 1 to 1.5 hours.**

(Selby Library) My board meets once a month unless there is a need for the committees to meet. We used to have more committee meetings, then we realized that once the committee brought items to the full board, we just had to rehash it all again, so it seemed like a waste of everyone's time.

(Downers Grove Library) We meet once a month and rarely have committee meetings. When they do COWs, they are usually either training or building tours.

(East Moline Library) My Board only meets once a month, and does not have a COW setup. We do have committees who report back/make recommendations to the Board, but they are generally meeting once a quarter or less (exceptions around budget time or other big projects). Discussion occurs during our regular board meetings, which generally last about an hour.

(Algonquin Library) My Board typically meeting 11 times a year (skip November and move the meeting up in December to avoid the holidays). We have three committees - Policy typically meets in January and July; Budget & Personnel typically meets in May, June, and October; Facilities meets as needed. This has worked out well for us because then everyone has an idea of what to expect and when.

I also meet with my Board President to review the agenda about a week before every board meeting. I encourage trustees to call or email anytime with questions because it's generally easier for me to have the time to review what I need to give a more complete answer than to answer random questions on the fly. But I do what I need to do. And if the question is good for general knowledge, then I will repeat it at the board meeting for everyone's benefit. I rarely get questions between meetings though, for better or worse. It may help that I include a memo with the board packet explaining everything that is in there and why. This helps me organize my thoughts and rationale and limits the need to ask as many questions.

(Mcconathy Library – Sauk Village) We have one meeting a month. I do encourage trustees to come in throughout the month with questions or concerns and updates so it can all be rolled into our meeting