North Riverside Public Library District
Board of Trustees
Regular Meeting, July 15th, 2024
6:00pm

1. **Open of Meeting**
   A. Call to order
   B. Determination of quorum
   C. Recognition of visitors to the meeting
   D. Approval of agenda

2. **Open Forum**

3. **Consent Agenda**
   Secretary:
   a. Minutes of the April 20th, 2024 Strategic Planning Committee
   b. Minutes of the June 17th, 2024 Regular Board Meeting
   c. Minutes of the July 1st, 2024 Committee of the Whole Meeting
   d. Correspondence
   Treasurer:
   a. June 2024 Financial Statements
   b. Authorization to transfer $100,000 from IL Funds to First American if needed and to transfer $90,000 from the money market account which currently has a balance as of 07/11/2024 of:
      a. First American Money Market: $93,461.51
      b. First American Checking: $158.77
      c. IL Fund: $458,851.83
         i. Total: $522,472.11

4. **President's Report**
   A. Board action log (informational)

5. **Director's Report**
   A. See attached Director and Department Head Reports

6. **Committee Reports**
   A. Advocacy (Ottenweller) (informational)
   B. Building & Grounds (Rouleau) (informational)
   C. Finance (Mathias) (informational)
   D. Personnel (Gordon) (informational)
   E. Policy (Bonnar) (informational)
   F. Strategic Planning (Johnson/Corgiat) (informational)
   G. Grants (Starosta) (informational)

7. New Business
    A. Secretary Audit Committee (action)
    B. Building and Maintenance Ordinance (action)
    C. Marketing Job Description (action)

8. Closed session

9. Return to open session

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

11. Adjournment

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 19th, 2024 at 6:00 p.m.

North Riverside Public Library
2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Strategic Planning Committee
April 20th, 2024
10:00 AM

1. **Open of Meeting**
   A. Call to order – Meeting called to order by Kyle Johnson at 10:30am.
   B. Determination of quorum – In attendance: Kyle Johnson, Annette Corgiat, and Greg Gordon. A quorum was established.
   C. Recognition of visitors to the meeting – There were no visitors at the meeting.
   D. Approval of agenda and requested changes to agenda – Kyle Johnson made a motion to approve the agenda. Annette Corgiat seconded the motion. Vote – all aye. Motion carried.

2. **Open Forum**
   No comments.

3. **Strategic Planning**
   A. Strategic Plan Consultant quotes – The committee discussed proposed quotes. Given the experience present within the committee and board, the committee agreed to table the need for external consultants and focus on internal development of a surveys, outreach and subsequent strategic plans.
   B. Discussion of prior Strategic Planning – Greg Gordon reviewed three previous strategic plans including what tools were used (online and mailed surveys, focus groups, etc. and their pros and cons, associated costs and timelines to complete. Greg closed with emphasizing the need to reach as many residents as possible and focus on getting the resulting analysis correct.

4. **Adjournment**
   Kyle Johnson made a motion to adjourn the meeting at 11:30am. Greg Gordon seconded. Vote – all aye. Motion carried.

   Next Strategic Planning Committee meeting tentatively scheduled for early July.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of June 17, 2024

1. Open of Meeting
A. The meeting was called to order by Trustee Corgiat at 6:11 p.m. Roll call was taken.
Present: Trustee Annette Corgiat, Trustee Greg Gordon, Trustee John Mathias, Trustee
Jeanne Ottenweller, Trustee Ken Rouleau, Trustee Kyle Johnson, Trustee Kathy
Bonnar
Also Present: Jill Cannizzo & Director Starosta

B. A quorum was established.

C. There were no visitors present tonight.

D. Trustee Mathias made a motion to amend the agenda to move 7.a. to follow 7.c.
Trustee Johnson second the motion. All ayes, motion carried.

2. Open Forum
No one was present.

3. Consent Agenda
A. Trustee Mathias make a motion to approve the consent agenda as presented.
Trustee Johnson second the motion. Roll call vote: Ayes: Trustee Annette Corgiat,
Trustee Greg Gordon, Trustee John Mathias, Trustee Jeanne Ottenweller, Trustee Ken
Rouleau, Trustee Kyle Johnson, Trustee Kathy Bonnar; Nays: none. Motion carried.

Secretary
a. All read and agree to the minutes of the May 20th regular Board meeting and the
June 3rd Committee of the Whole meeting.
b. No correspondence.

Treasurer
a. May 2024 Financial Statements approved – no discussion.
b. Authorization to transfer $90,000 from the money market account which currently
has a balance of $172,905.11 in Checking $6,374.12, and $456,812.45 in IL Fund
as of 6/13/2024.

4. President's Report
Board Action Log –
Fourth of July is coming. President Corgiat and Director Starosta are working on it.
Director Starosta and one employee will be in the parade. Board members will not be

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participating this year. Trustees Corgiat and Mathias as well as Youth Services Manager Natalie Aguirre attended the annual Mayor's Golf Outing fund raiser.

5. Director's Report
Director Starosta sends weekly emails. If there are any questions about these reports, email her. Her focus right now is Summer Reading Program. Programs are still running and they are very well attended and some of them even have had wait lists. Build Guild, makerspace usage has continued to increase.

6. Committee Reports
A. Advocacy (Trustee Ottenweller)
Nothing to report tonight.

B. Buildings & Grounds (Trustee Rouleau)
Trustee Rouleau reported they are seeking additional fence bids but waiting until the new Fiscal Year to begin the project.

C. Finance (Trustee Mathias)
Trustee Mathias reported that when he met with Director Starosta there was over $2000 earned in interest in the IL Fund. Capital One Credit Card had no additional interest. Budget Trustee Mathias and Director Starosta worked together and are good on the income side. Trustee Matias expressed concern that the Library might be paying tax on its Amazon purchases. Director Starosta noted that they had discussed this when they met last and the Library does not pay tax on these purchases. She will upload several receipts for the Committee of the Whole meeting. Trustee Mathias reviewed the loan documents from the HVAC replacement and noted that the Library will pay $68,000 in interest which could have been avoided if the Library had saved money. Director Starosta noted that is currently being done and she is working with Trustee Rouleau on a Capital plan for future projects and savings.

D. Personnel (Trustee Gordon)
Trustee Gordon reported that the Director's review will be distributed in the next few days to the Board and the Managers. Trustee Corgiat asked what is happening with the Marketing position. Director Starosta is working to finish the job description and funds were noted in the Budget Justification document in Adult Services for a 14.5 hour position.

E. Policy (Trustee Bonnar)
Nothing to report tonight.

F. Strategic Planning (Trustee Johnson)
Trustee Johnson will be sending out the prior surveys and will be scheduling a Strategic Planning Committee meeting soon.

G. Grants (Director Starosta)

Director Starosta reported that the Library received the annual Per Capita grant for just over $11,000 and that she applied for a migratory birds grant for programming and kits.

7. New Business

B. Non-resident Ordinance

Director Starosta explained the need for the yearly ordinance. Trustee Rouleau made a motion to accept the Non-resident Ordinance as presented. Trustee Bonnar seconded the motion. All ayes, motion carried.

C. Annual Meeting and Closure Ordinance

Director Starosta noted that she added a section that mentioned additional committee meetings would be scheduled. Trustee Corgiat asked if there were dates included. Trustee Rouleau made a motion to accept the Annual Meeting and Closure Ordinance as presented. Trustee Ottenweller seconded the motion. All ayes, motion carried.

A. Draft FY25 Working Budget

Trustee Mathias made a motion to approve the 2% COLA increase budget with the possibility to have a second increase for staff later in the year. No second. Motion dismissed.

Trustee Gordon made a motion to approve 3% COLA plus merit increase budget as presented. Trustee Ottenweller second the motion. Trustee Johnson noted that employers should treat salary like a utility rather than a benefit and that it is more costly to replace employees than retain them. Trustee Ottenweller expressed her desire to invest in the Library employees as the most important thing. Trustee Bonnar said that she notices people visit the Library for our people. Roll call vote: Ayes: Trustee Annette Corgiat, Trustee Greg Gordon, Trustee Jeanne Ottenweller, Trustee Ken Rouleau, Trustee Kyle Johnson, Trustee Kathy Bonnar; Nays: Trustee John Mathias. Motion carried.

8. Trustee Rouleau make a motion to adjourn the meeting at 7:05 p.m. Trustee Bonnar second the motion. All ayes, motion carried.

The next Board meeting is scheduled for July 15, 2024 at 6:00 p.m.

Respectfully Submitted
Natalie Starosta

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
July 1st, 2024

1. **Open of Meeting**
   A. Call to order – The meeting was called to order by Annette Corgiat at 6pm.
   B. Determination of quorum – In attendance: Annette Corgiat, John Mathias, Kyle Johnson, Jeanne Ottenweller, Ken Rouleau, Kathy Bonnar. Absent: Greg Gordon. Also attending: Natalie Starosta
   C. Recognition of visitors to the meeting – No visitors attended.
   D. Approval of agenda and requested changes to agenda – Trustee Rouleau made a motion to approve the agenda as written. The motion was seconded by Trustee Bonnar. Vote – all aye. Motion carried.

2. **Open Forum**
   There were no comments.

3. **Advocacy**
   A. Advocacy Ideas – Tabled until August CoW.

4. **Building & Grounds**
   A. Lower Level update discussion – Trustee Rouleau noted that the mural in the Baby Garden is almost complete. Director Starosta had a call from Rosewood Construction asking about the status of the Lower Level renovation. She will get an updated quote to be included in the July Board agenda. President Corgiat asked what will be included in the Baby Garden and where it would be located. Director Starosta described the room and the location will be the former Youth Services offices. President Corgiat also asked what the former periodicals room renovation would look like. Director Starosta explained that half the room would be the new Youth Services workroom and Tech Services space, the other half of the room would become public space for small meetings and programs(i.e. for Scout meetings, home school groups, etc.).
   B. Painting/wall repair update – Trustee Rouleau talked about the progress of the wall repair and paint. He is satisfied with the progress and there are only a few more areas to be completed. Director Starosta noted that the painter has also painted vent covers and vacuumed vents in the main entry.
   C. FY25 Repair/Replacement plans – The repair schedule suggested by Studio GC as a part of their capital assessment, goes through 2049. Trustee Rouleau noted that there are some items on the plan he does not see a need for the library to do but

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others that are scheduled. Director Starosta talked about the left side of the spreadsheet which lays out which projects are anticipated in which year, how much will be spent on those projects and how much will be moved to the capital reserve fund, how much is estimated to be earned in interest and the estimated balance of the capital reserve fund each year. Treasurer Mathias showed the complete printed and assembled sheet for everyone.

5. **Finance**
   A. Review tax exempt Amazon invoices – Treasurer Mathias said that the invoices in the Board packet do show tax exempt status.
   B. Treasurer Mathias talked about several informational items:
      i. Director Starosta had emailed out the release of Cook County tax bills on time which should mean tax revenue in August and September. We will be able to invest those funds as they come in into IL Funds and move them out as needed for higher interest rate with the goal of earning 10-12,000 per year in interest to offset the capital improvements needed for the building. Treasurer Mathias believes its best to be proactive rather than reactive in terms of funds. July's financial report will include a full fiscal year and Treasurer Mathias is confident he will have a better understanding of finances at that time.
   C. Review FY25 Budget and Appropriation Ordinance – No discussion.

6. **Personnel**
   A. Draft director's review – Director Starosta encouraged Trustees to complete the review and return it to Vice President Gordon as soon as possible – via email or in his box.
   B. Draft marketing job description – Director Starosta asked if there were any questions or concerns over the proposed marketing job description provided. President Corgiat asked if there were any hours for this position. Director Starosta referred back to the Budget Justification document for the working budget showing a budgeted 14.5 hours. Trustee Ottenweller asked how the job will be advertised. Director Starosta talked about reaching out to universities, posting on RAILS, etc. The job description will be moved to the July Board agenda.

7. **Policy**
   A. Review Policy Section 2 – In addressing the possible issue with the Athene investment not meeting the requirements of the Illinois Public Funds Investment Act: President Corgiat stated that she will be looking for Mary Kadlec's will to forward to the lawyer and has talked with a representative from our annuity broker's office about the issue. The representative said that NRPL will forfeit an estimated $340,000 for early withdrawal. President Corgiat asked why this was being looked at. Director Starosta answered that

this has been a noted issued in the annual audit for several years. Trustee Bonnar asked if the Foundation & Friends group could talk to the Board about what they do. President Corgiat answered that they raise funds to promote things in the library but for the last two years they have not done anything but one author event last Fall. Trustee Bonnar was still wondering what they do and how they benefit the library. Treasurer Mathais talked about the upcoming Ipad raffle that they are currently selling tickets for. President Corgiat added that the groups in the past had provided support for programs like having the madrigal singers and hospitality for programs but that has not happened since the Friends group disbanded. Trustee Ottenweller asked if there was or should be an overlap with the Foundation in terms of advocacy for the library. President Corgiat said there is substantial overlap but also noted that the Foundation is much less active since Covid and has only 8 members.

8. **Strategic Planning –** There is no report. Secretary Johnson will call another meeting of the Strategic Planning Committee soon. Director Starosta reported that they had 261 responses on their first strategic planning questions posted at the library.

9. **Other Business**
   A. Marketing Plan Consultant quotes – The Board requested a Director Starosta reach out to one of the companies and ask for a presentation at the next CoW meeting.
   B. Annexation discussion – Hines - Hospital area – Tabled
   C. Committee responsibilities and expectations – Chairs will receive an email from Director Starosta with their responsibilities and expectations as well as their committee members and suggested meeting times/dates. President Corgiat would like committee chairs to respond to Director Starosta with what they would like on their agendas and when the plan to meeting.

10. **Adjournment**
    Trustee Rouleau made a motion to adjourn the meeting at 7:22pm. Motion was seconded by Secretary Johnson. All aye. Motion carried.

The Library Board meeting is scheduled for Monday, July 15th, 2024 at 6:00pm.

Management Report

North Riverside Public Library District
For the period ended June 30, 2024

Prepared on
July 11, 2024

Table of Contents

Profit and Loss

	Total
INCOME	
6903-01 Fines & Fees	4,871.04
6904-01 Donations	12,793.89
6905-01 Grants	56,478.65
Interest	
6906-01 Interest	19,199.66
Total Interest	**19,199.66**
Property Taxes	
6901-01 Property Tax Revenue - Corporate Fund	1,060,167.69
6901-04 Property Tax Revenue - Audit Fund	7,244.18
6901-05 Property Tax Revenue - Liability Insurance	4,156.45
6901-06 Property Tax Revenue - Unemployment Insurance	1,098.22
6901-07 Property Tax Revenue - Building Fund	51,063.11
6901-08 Property Tax Revenue - Social Security Fund	37,525.06
6901-12 Property Tax Revenue - IMRF Fund	10,686.74
Total Property Taxes	**1,171,941.45**
Total Income	**1,265,284.69**
GROSS PROFIT	**1,265,284.69**
EXPENSES	
8360-01 Grants	30,428.62
Advertising & Marketing	
8361-01 Donations	100.00
8365-01 Library Promotion	5,343.86
8370-01 Postage	832.21
8375-01 Advertising	2,402.06
8385-01 Memorials & Tributes	161.61
8399-01 ILL Loss/Damage	39.17
8404-01 Staff Recognition	2,953.04
8410-01 Printing	11,828.90
Total Advertising & Marketing	**23,660.85**
Bank Charges & Fees	
8396-01 Bank Charges & Fees	1,425.56
Total Bank Charges & Fees	**1,425.56**
Benefits	
7600-05 Health Insurance	35,184.74
7650-09 IMRF	42,717.39
7660-06 Unemployment Insurance	371.16
7670-01 Taxes-Fica Expense	45,349.70
Total Benefits	**123,622.99**
Building Expense	

	Total
8306-07 Building Supplies & Maintenance	11,004.70
8308-07 Service Contracts	44,344.96
8315-07 Fees & Permits	1,007.00
8320-07 Building & Grounds	0.00
8330-01 Casual Labor	750.00
8335-07 Building Repairs	49,730.50
Total Building Expense	**106,837.16**
Computers/Technology	
8171-01 Tech Service	45,775.85
8172-01 Computer Equipment	1,024.00
8172-02 Digital Divide Project	0.00
8175-01 SWAN	23,696.71
8180-01 Software	2,956.86
8190-01 Website	1,092.24
Total Computers/Technology	**74,545.66**
Insurance	
8460-05 Liability Insurance	20,344.00
Total Insurance	**20,344.00**
Interest Paid	
8601-01 Debt Certificate Interest	3,952.40
8601-02 Debt Service-Interest	4,497.17
8701-02 Debt Certificate Principle	27,800.00
Total Interest Paid	**36,249.57**
Legal & Professional Services	
8400-01 Accounting	12,802.00
8401-04 Audit	7,950.00
8402-01 Legal Fees	5,328.10
8405-01 Appraisal	425.00
8406-01 Collection Agency	108.35
8430-01 Payroll Expenses	9,694.54
Total Legal & Professional Services	**36,307.99**
Library Materials	
8090-01 Adult A/V	7,530.66
8091-01 Children's A/V	1,621.92
8096-01 Teen A/V	2,076.20
8103-01 Foreign Lang. Materials	19.71
8105-01 Adult Fiction/Non-Fiction	18,784.49
8106-01 Children Fiction / Non-Fiction	13,063.54
8107-01 Teen Fiction/Non-Fiction	7,100.83
8108-01 eBooks	0.00
8120-01 Newspapers	4,147.12
8130-01 Internet Databases	13,308.76
8140-01 Periodicals	848.08

	Total
Total Library Materials	68,501.31
Office Supplies & Software	
8202-01 Office Supplies	11,964.89
Total Office Supplies & Software	11,964.89
Programs & Strategic Initiatives	
8150-01 Children's Programs	6,574.73
8153-01 Teen Programs	2,788.27
8154-01 Makerspaces/library of things	3,931.16
8155-01 Adult Programs	9,697.12
8156-01 Technology Programs	15.11
8158-01 Strategic Initiatives	619.21
Total Programs & Strategic Initiatives	23,625.60
Salaries	
7504-01 Circulation	110,532.89
7505-01 Adult Services	55,068.41
7506-01 Youth Services	94,739.51
7507-01 Pages	10,268.25
7508-01 Adminstration	304,627.26
7509-01 Facilities	17,041.69
Total Salaries	592,278.01
Travel & Training	
7700-01 Educational Training Trustees	75.00
7800-01 Educational Staff Training	4,654.98
8342-01 Lodging, Meals, Mileage	2,713.79
8355-01 Memberships	2,370.40
8390-01 Mileage Reimbursement	0.00
Total Travel & Training	9,814.17
Utilities	
8301-07 Internet/Phone	19,144.45
8302-07 Electricity	25,813.89
8303-07 Gas	5,931.72
8304-07 Water/Garbage	2,909.89
Total Utilities	53,799.95
Total Expenses	1,213,406.33
NET OPERATING INCOME	51,878.36
OTHER EXPENSES	
Other Miscellaneous Expense	
8395-01 Miscellaneous Expense	-2,077.98
Total Other Miscellaneous Expense	-2,077.98
Total Other Expenses	-2,077.98
NET OTHER INCOME	2,077.98
NET INCOME	$53,956.34

Balance Sheet

As of June 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	85,996.35
1500-04 Cash-Audit Fund	1,396.00
1500-05 Cash-Liability Insurance Fund	12,319.00
1500-06 Cash-Unemployment Ins Fund	0.00
1500-07 Cash-Building Fund	-0.27
1500-08 Cash-Social Security Fund	0.00
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	-36,249.57
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	23,608.79
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	**93,461.51**
1501-01 First American Checking (5001)	12,791.25
1509-07 Cash - IPTIP IL Funds	458,851.83
1512-02 Kadlec Annuity #71797	56,915.03
Total Bank Accounts	**622,019.62**
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
2400-07 Prepaid Expense	0.00
Total Other Current Assets	**769,811.24**
Total Current Assets	**1,391,830.86**
TOTAL ASSETS	**$1,391,830.86**

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

	Total
4100-01 Accounts Payable	0.00
4100-02 Accounts Payable UC Fund	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

	Total
4002-01 IMRF - Employee Contribution	1,923.28
4003-01 Child Support	0.00
4200-01 Accrued Wages	14,099.66
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	631.03
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	**16,653.97**
Total Current Liabilities	**16,653.97**
Total Liabilities	**16,653.97**

Equity

	Total
3200-00 Retained Earnings	-87,999.45
5600-01 General Fund Balance	1,703,307.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	1,396.00
5600-05 Public Liability Fund Balance	11,900.00
5600-06 Unemployment Insurance Fund Balance	-3,383.00
5600-07 Building Fund Balance	-223,829.00
5600-08 Social Security Fund Balance	-18,304.00
5600-09 Pension Fund Balance	-91,867.00
Opening Balance Equity	0.00

	Total
Net Income	53,956.34
Total Equity	**1,375,176.89**
TOTAL LIABILITIES AND EQUITY	**$1,391,830.86**

North Riverside Public Library District
Check Detail Report
June 2024

Date	Num	Name	Memo/Description		Amount
06/03/2024	16083	SANDRA DIVERSIONES INFLABLES	SUMMER READING KICKOFF 06/01/2024	$	270.00
06/03/2024	16084	Natalie Starosta	REIMBURSEMENT SRP Kickoff	$	274.15
06/03/2024	16085	GISSELY HERRERA	SRP Kickoff	$	95.92
06/03/2024	16086	Mario Vargas	Paint and wall repair & remediation	$	7,500.00
06/04/2024	16103	GLENVIEW PUBLIC LIBRARY	Invoice 55 - AI Program	$	50.00
06/13/2024	16087	ALI BAGHDADI	REPTILE RODEO JULY 16, 2024	$	100.00
06/13/2024	16088	AT&T 1	ACCOUNT # 831-001-2131 606 INV. 6062179809	$	63.10
06/13/2024	16089	AEP ENERGY	AEP ENERGY # 3014417557 Utility # 7582359915 4/30-5/30/24	$	2,514.62
06/13/2024	16090	Black Stone	INV. 2155255, 5157511	$	115.98
06/13/2024	16091	CLEAN NET OF OF ILLINOIS, INC	INV. CHI0061617 - June 2024	$	1,299.00
06/13/2024	16092	Comcast	Acct# 8771 20 134 0118334 - 6/7-7/6/24	$	367.48
06/13/2024	16093	CENGAGE Learning	INV. 84469716 - ADULT FICTION / NON FICTION	$	163.95
06/13/2024	16094	Funny Valentine Press	GREAT AMERICAN SONGBOOK OCTOBER 10, 2024	$	275.00
06/13/2024	16095	Midwest Tape	INV 505560431 - HOOPLA	$	385.04
06/13/2024	16096	INGRAM LIBRARY SERVICES	ADULT, TEEN, CHILDREN FICTION / NON FICTION	$	2,096.82
06/13/2024	16097	LEAF	INV 16581076	$	743.34
06/13/2024	16098	Mission Square - 304650	BATCH 6744564	$	396.03
06/13/2024	16099	MARIANNE MOHRHUSEN	PRESCHOOL YOGA AND STORYTIME JULY 10, 2024	$	75.00
06/13/2024	16100	SCARCE	INV. 53120241 - PRESENTATION OF REDUCE, REUSE, RECYCLE, AUGUST 8, 2024	$	325.00
06/13/2024	16101	Ollis Book Corporation	INV 249045 - Children Fiction / Non Fiction	$	199.98
06/13/2024	16102	Village of N. Riverside	WATER	$	222.33
06/13/2024	16104	MARIANNE MOHRHUSEN	PRESCHOOL YOGA AND STORYTIME AUGUST 14, 2024	$	75.00
06/13/2024	16105	ALI BAGHDADI	REPTILE RODEO SEPTEMBER 27, 2024	$	100.00

06/13/2024	16106	MARIANNE MOHRHUSEN	PRESCHOOL YOGA AND STORYTIME SEPTEMBER 11, 2024	$	75.00
06/13/2024	16107	MARIANNE MOHRHUSEN	ZUMBA FOR KIDS SEPTEMBER 18, 2024	$	75.00
06/13/2024	16108	MARIANNE MOHRHUSEN	ZUMBA FOR KIDS JULY 25, 2024	$	75.00
06/17/2024	16110	Unique Management Services, Inc	INV 6124263	$	19.70
06/17/2024	16111	ATLAS door Repair	INV 11567 - Staff and bathroom door repair	$	195.00
06/17/2024	16112	Illinois Heartland Library System	FY24 HR Source Webinars	$	10.00
06/17/2024	16113	Roscoe	Acct#1889-07544 INV 1850424	$	275.17
06/17/2024	16114	Paige Beggs	Teen Crochet	$	50.00
06/28/2024	16115	Amazon	AMAZON ORDER NUMBER 113-5175691-3470665 - PLASTIC STORAGE BINS	$	181.83
06/28/2024	16116	ATLAS C/O NIKEDA WEBB	1 YEAR MEMBERSHIP JULY 1, 2024 - JUNE 30, 2025	$	50.00
06/28/2024	16117	Black Stone	INV. 2158500, 2159397, 2159828	$	213.52
06/28/2024	16118	CENGAGE Learning	INV. 84480766 - ADULT FICTION / NON FICTION	$	78.72
06/28/2024	16119	COMCAST .	ACCT# 904053498 INV 203917535	$	1,328.16
06/28/2024	16120	United States Treasury	36-3242278 2ND QUARTER - Form 720-V 06/30/24	$	9.66
06/28/2024	16121	FIRST AMERICAN BANK .	OFFICE SUPPLIES	$	151.68
06/28/2024	16122	GRASSO GRAPHICS	INV 33160 - SUMMER NEWSLETTER 2024	$	3,355.00
06/28/2024	16123	Gail Galivan	TAI CHI JULY 17, 2024	$	60.00
06/28/2024	16124	Hinckley Springs	2429867 061224	$	29.98
06/28/2024	16125	ANNE NICHOLS	YOGA JULY 8, 2024	$	50.00
06/28/2024	16126	Outsource Solutions Group	INV 79520 MONTLY AGREEMENT	$	1,848.64
06/28/2024	16127	Terminix	Invoice 447865741	$	124.00
06/28/2024	16128	Trimline Landscaping	MAY SERVICES - MOV & TRIM & BAG, WEEDING MAY	$	270.00
06/28/2024	16129	VIOLET VELVET COOKING CLASSES	TRADITIONAL CHURROS AUGUST 22, 2024	$	325.00
06/28/2024	16130	WAREHOUSE DIRECT INC	5739548-0 - BUILDING SUPPLIES	$	146.77
06/28/2024	16131	FIRST AMERICAN BANK .	DATABASES & SOFTWARE	$	70.84
06/28/2024	16132	ANNE NICHOLS	YOGA JULY 22, 2024	$	50.00
06/28/2024	16133	Gail Galivan	TAI CHI AUGUST 21, 2024	$	60.00

Date	Check #	Payee	Description		Amount
06/28/2024	16134	FIRST AMERICAN BANK .	GRANTS	$	10.99
06/28/2024	16135	Gail Galivan	TAI CHI SEPTEMBER 18, 2024	$	60.00
06/28/2024	16136	ANNE NICHOLS	YOGA AUGUST 12, 2024	$	50.00
06/28/2024	16137	ANNE NICHOLS	YOGA AUGUST 26, 2024	$	50.00
06/28/2024	16138	ANNE NICHOLS	YOGA SEPTEMBER 9, 2024	$	50.00
06/28/2024	16139	ANNE NICHOLS	YOGA SEPTEMBER 23, 2024	$	50.00
06/28/2024	16140	FIRST AMERICAN BANK .	CHILDREN PROGRAMS	$	95.36
06/28/2024	16141	Terminix	Invoice 443668483 2ND CHECK	$	116.00
06/28/2024	16142	Lauterbach & Amen, LLP	INV 92546 - YEAR END WORKPAPERS	$	1,540.00
06/28/2024	16143	SOAPY ROADS OF LOMBARD	DIY SOAPS	$	415.00
06/30/2024	ACH	Capital One	Capital One ACH Payment - April 19 - May 19, 2023	$	7,345.45
			Total	**$**	**36,669.21**

North Riverside Public Library District
Budget vs. Actuals FY24
July - June 2024

	June 2024 MTD Actual	FY24 YTD Actual	FY24 Budget	over Budget	% of Budget
Income					
6901-14 Estimated loss due to property assessment appeals	0.00	0.00	-10,000.00	10,000.00	0.00%
6903-01 Fines & Fees	108.82	4,871.04	12,000.00	-7,128.96	40.59%
6904-01 Donations	309.71	12,793.89	35,000.00	-22,206.11	36.55%
6905-01 Grants	1,288.38	56,478.65	120,000.00	-63,521.35	47.07%
6907-01 Credit Card Income	0.00	0.00	2,500.00	-2,500.00	0.00%
6920-01 Unrealized Income-Annuities	0.00	0.00	20,000.00	-20,000.00	0.00%
6906-01 Interest	2,378.06	19,199.66	3,000.00	16,199.66	639.99%
6901-01 Property Tax	2,391.84	1,171,941.45	1,174,665.00	-2,723.55	99.77%
Total Income	**$ 6,476.81**	**$ 1,265,284.69**	**$ 1,357,165.00**	**-$ 91,880.31**	**93.23%**
Expenses					
8360-01 Grants	3,785.82	30,428.62	100,000.00	-69,571.38	30.43%
Advertising & Marketing		0.00			
8361-01 Donations	100.00	100.00	35,000.00	-34,900.00	0.29%
8365-01 Library Promotion	3,500.00	5,343.86	5,500.00	-156.14	97.16%
8370-01 Postage	11.30	832.21	3,200.00	-2,367.79	26.01%
8375-01 Advertising	0.00	2,402.06	4,500.00	-2,097.94	53.38%
8385-01 Memorials & Tributes	0.00	161.61	500.00	-338.39	32.32%
8399-01 ILL Loss/Damage	0.00	39.17	250.00	-210.83	15.67%
8404-01 Staff Recognition	493.47	2,953.04	2,500.00	453.04	118.12%
8410-01 Printing	3,355.00	11,828.90	12,000.00	-171.10	98.57%
Total Advertising & Marketing	**$ 7,459.77**	**$ 23,660.85**	**$ 63,450.00**	**-$ 39,789.15**	**37.29%**
Bank Charges & Fees					
8396-01 Bank Charges & Fees	263.41	1,425.56	500.00	925.56	285.11%
Total Bank Charges & Fees	**$ 263.41**	**$ 1,425.56**	**$ 500.00**	**$ 925.56**	**285.11%**
Benefits					
7600-05 Health Insurance	-240.00	35,184.74	32,000.00	3,184.74	109.95%
7650-09 IMRF	3,693.03	42,717.39	49,250.00	-6,532.61	86.74%
7660-06 Unemployment Insurance	626.64	371.16	1,000.00	-628.84	37.12%
7670-01 Taxes-Fica Expense	3,870.93	45,349.70	38,655.00	6,694.70	117.32%
Total Benefits	**$ 7,950.60**	**$ 123,622.99**	**$ 120,905.00**	**$ 2,717.99**	**102.25%**
Building Expense					
8306-07 Building Supplies & Maintenance	3,186.35	11,004.70	12,000.00	-995.30	91.71%
8308-07 Service Contracts	2,857.49	44,344.96	30,500.00	13,844.96	145.39%
8315-07 Fees & Permits	0.00	1,007.00	1,950.00	-943.00	51.64%
8330-01 Casual Labor	0.00	750.00	900.00	-150.00	83.33%
8335-07 Building Repairs	195.00	49,730.50	30,000.00	19,730.50	165.77%
Total Building Expense	**$ 6,238.84**	**$ 106,837.16**	**$ 75,350.00**	**$ 31,487.16**	**141.79%**
Computers/Technology					
8171-01 Tech Service	1,959.00	45,775.85	25,000.00	20,775.85	183.10%
8172-01 Computer Equipment	0.00	1,024.00	5,000.00	-3,976.00	20.48%
8175-01 SWAN	0.00	23,696.71	24,500.00	-803.29	96.72%
8180-01 Software	31.86	2,956.86	1,500.00	1,456.86	197.12%
8190-01 Website	0.00	1,092.24	3,500.00	-2,407.76	31.21%
8195-01 Email	0.00	0.00	500.00	-500.00	0.00%
Total Computers/Technology	**$ 1,990.86**	**$ 74,545.66**	**$ 60,000.00**	**$ 14,545.66**	**124.24%**
Insurance					
8460-05 Liability Insurance	0.00	20,344.00	24,000.00	-3,656.00	84.77%
Total Insurance	**$ 0.00**	**$ 20,344.00**	**$ 24,000.00**	**-$ 3,656.00**	**84.77%**
Interest Paid					

8601-02 Debt Service-Interest		0.00	4,497.17	16,500.00	-12,002.83	27.26%
8701-02 Debt Certificate Principle		3,952.40	31,752.40	28,000.00	3,752.40	113.40%
Total Interest Paid	$	**3,952.40** $	**36,249.57** $	**44,500.00** -$	**8,250.43**	**81.46%**
Legal & Professional Services						
8400-01 Accounting		1,540.00	12,802.00	17,000.00	-4,198.00	75.31%
8401-04 Audit		0.00	7,950.00	9,200.00	-1,250.00	86.41%
8402-01 Legal Fees		0.00	5,328.10	6,000.00	-671.90	88.80%
8405-01 Appraisal		0.00	425.00	1,500.00	-1,075.00	28.33%
8406-01 Collection Agency		19.70	108.35	500.00	-391.65	21.67%
8430-01 Payroll Expenses		497.88	9,694.54	6,500.00	3,194.54	149.15%
8435-01 Background Checks		0.00	0.00	200.00	-200.00	0.00%
Total Legal & Professional Services	$	**2,057.58** $	**36,307.99** $	**40,900.00** -$	**4,592.01**	**88.77%**
Library Materials						
8090-01 Adult A/V		964.61	7,530.66	9,200.00	-1,669.34	81.86%
8091-01 Children's A/V		99.73	1,621.92	3,600.00	-1,978.08	45.05%
8096-01 Teen A/V		19.95	2,076.20	3,300.00	-1,223.80	62.92%
8100-01 Replacement Materials		0.00	0.00	2,000.00	-2,000.00	0.00%
8103-01 Foreign Lang. Materials		19.71	19.71	3,000.00	-2,980.29	0.66%
8105-01 Adult Fiction/Non-Fiction		1,058.66	18,784.49	26,000.00	-7,215.51	72.25%
8106-01 Children Fiction / Non-Fiction		1,156.27	13,063.54	17,000.00	-3,936.46	76.84%
8107-01 Teen Fiction/Non-Fiction		324.54	7,100.83	9,500.00	-2,399.17	74.75%
8108-01 eBooks		0.00	0.00	6,500.00	-6,500.00	0.00%
8120-01 Newspapers		424.00	4,147.12	3,600.00	547.12	115.20%
8130-01 Internet Databases		424.02	13,308.76	18,000.00	-4,691.24	73.94%
8140-01 Periodicals		0.00	848.08	1,600.00	-751.92	53.01%
Total Library Materials	$	**4,491.49** $	**68,501.31** $	**103,300.00** -$	**34,798.69**	**66.31%**
Office Supplies & Software						
8202-01 Office Supplies		3,231.56	11,964.89	13,500.00	-1,535.11	88.63%
Total Office Supplies & Software	$	**3,231.56** $	**11,964.89** $	**13,500.00** -$	**1,535.11**	**88.63%**
Programs & Strategic Initiatives						
8150-01 Children's Programs		704.90	6,574.73	6,300.00	274.73	104.36%
8153-01 Teen Programs		0.00	2,788.27	2,900.00	-111.73	96.15%
8154-01 Makerspaces/library of things		109.24	3,931.16	5,200.00	-1,268.84	75.60%
8155-01 Adult Programs		145.92	9,697.12	6,000.00	3,697.12	161.62%
8156-01 Technology Programs		15.11	15.11	750.00	-734.89	2.01%
8158-01 Strategic Initiatives		0.00	619.21	2,000.00	-1,380.79	30.96%
Total Programs & Strategic Initiatives	$	**975.17** $	**23,625.60** $	**23,150.00** $	**475.60**	**102.05%**
Salaries						
7504-01 Circulation		9,465.19	110,532.89	85,500.00	25,032.89	129.28%
7505-01 Adult Services		3,813.92	55,068.41	77,500.00	-22,431.59	71.06%
7506-01 Youth Services		5,031.68	94,739.51	95,000.00	-260.49	99.73%
7507-01 Pages		747.89	10,268.25	11,000.00	-731.75	93.35%
7508-01 Adminstration		28,112.78	304,627.26	300,000.00	4,627.26	101.54%
7509-01 Facilities		-193.52	17,041.69	30,000.00	-12,958.31	56.81%
Total Salaries	$	**46,977.94** $	**592,278.01** $	**599,000.00** -$	**6,721.99**	**98.88%**
Travel & Training						
7700-01 Educational Training Trustees		243.00	75.00	500.00	-425.00	15.00%
7800-01 Educational Staff Training		0.00	4,654.98	5,500.00	-845.02	84.64%
8342-01 Lodging, Meals, Mileage		158.21	2,713.79	2,200.00	513.79	123.35%
8355-01 Memberships		50.00	2,370.40	2,450.00	-79.60	96.75%
8390-01 Mileage Reimbursement		0.00	0.00	0.00	0.00	
Total Travel & Training	$	**451.21** $	**9,814.17** $	**10,650.00** -$	**835.83**	**92.15%**
Utilities						
8301-07 Internet/Phone		3,078.74	19,144.45	12,300.00	6,844.45	155.65%
8302-07 Electricity		2,514.62	25,813.89	16,500.00	9,313.89	156.45%
8303-07 Gas		519.39	5,931.72	8,860.00	-2,928.28	66.95%
8304-07 Water/Garbage		222.33	2,909.89	5,000.00	-2,090.11	58.20%

Total Utilities	$	6,335.08	$	53,799.95	$	42,660.00	$	11,139.95	126.11%
8395-01 Miscellaneous Expense		0.00		(2,077.98)		0.00		0.00	0%
Total Expenses	$	96,161.73	$	1,213,406.33	$	1,321,865.00	-$	108,458.67	91.80%
Net Operating Income	-$	89,684.92	$	53,956.34	$	35,300.00	$	16,578.36	152.85%
Net Income	-$	89,684.92	$	53,956.34	$	35,300.00	$	16,578.36	152.85%

North Riverside Public Library District
Profit and Loss
July 2023 - June 2024

	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	April 24	May 24	June 24	Total
Beginning Cash	$ 513,194.47	$ 415,504.52	$ 330,767.09	$ 243,003.27	$ 161,633.18	$ 177,725.88	$ 417,359.68	$ 306,798.83	$ 338,163.76	$ 723,634.27	$ 690,481.31	$ 637,132.68	
Income													
6903-01 Fines & Fees	624.09	1,700.36	130.22	201.33	576.70	271.17	166.18	226.88	303.76	1,134.67	160.52	108.82	5,495.88
6904-01 Donations	1,270.66	4,839.53	329.63	532.04	1,212.76	771.79	452.77	645.72	831.07	3,229.46	456.87	309.71	14,572.30
6905-01 Grants	10,953.35	3,922.92			7,500.00	7,814.00				25,000.00		1,288.38	55,190.27
6915-07 Loan Proceeds													0.00
Interest	1,374.85	1,270.08	962.83	764.73	446.96	1,418.12	1,285.29	1,039.19	2,413.44	3,189.51	2,656.60	2,378.06	16,821.60
Property Taxes		10,777.97			124,516.56	366,331.31		155,468.96	471,231.89		41,222.92	2,391.84	1,169,549.61
Total Income	$ 14,222.95	$ 22,510.86	$ 1,422.68	$ 1,498.10	$ 134,252.98	$ 376,606.39	$ 1,904.24	$ 157,380.75	$ 474,780.16	$ 32,553.64	$ 44,496.91	$ 6,476.81	$ 1,261,629.66
Gross Profit	$ 14,222.95	$ 22,510.86	$ 1,422.68	$ 1,498.10	$ 134,252.98	$ 376,606.39	$ 1,904.24	$ 157,380.75	$ 474,780.16	$ 32,553.64	$ 44,496.91	$ 6,476.81	$ 1,261,629.66
Expenses													
8360-01 Grants	2,036.49	344.49	575.48	7,014.58	3,222.41	360.60	1,516.00	7,680.73	486.39	1,399.00	2,273.29	3,785.82	26,909.46
8360-01 Petty Cash													0.00
8380-01 Telephone													0.00
Advertising & Marketing	181.21	1,080.56	3,080.73	12.00	691.72	3,383.41	259.65	412.96	4,053.80		3,226.25	7,459.77	16,382.29
Bank Charges & Fees	31.27			144.00	34.91	420.91	61.39	467.46			33.48	263.41	1,193.42
Benefits	7,081.22	11,563.01	14,824.90	4,931.03	13,459.78	15,384.23	7,809.83	14,367.96	7,849.05	13,227.54	11,894.74	7,950.60	122,393.29
Building Expense	10,995.03	6,205.62	8,637.83	5,221.94	15,335.64	12,994.60	10,198.63	13,344.43	8,655.16	-2,892.18	14,186.47	6,238.84	102,883.17
Computers/Technology	29,485.91	5,623.63	-2,279.31	3,122.20	9,217.02	3,003.09	8,624.41	2,472.77	2,538.30	780.00	10,498.71	1,990.86	73,086.73
Insurance								20,344.00					20,344.00
Interest Paid						32,297.17						3,952.40	32,297.17
Legal & Professional Services	75.32	682.50	1,563.00	3,880.89	11,672.37	2,816.21	4,584.32	2,434.84	2,170.02	1,964.06	1,689.90	2,057.58	33,533.43
Library Materials	14,214.29	6,518.15	3,852.31	4,721.68	7,929.47	5,522.74	6,704.15	7,246.10	6,689.09	2,954.16	6,244.84	4,491.49	72,596.98
Office Supplies & Software		65.00	612.66	936.92	1,898.30	332.27	1,581.80	1,062.68	1,431.62		812.08	3,231.56	8,733.33
Programs & Strategic Initiatives	1,894.89	1,949.87	3,632.48	3,568.89	3,138.39	1,075.23	1,760.92	2,010.81	1,956.01		2,105.42	975.17	23,092.91
Salaries	41,069.69	67,701.10	44,498.01	45,362.30	45,761.50	53,711.01	43,859.98	67,148.34	46,035.65	44,778.84	45,373.65	46,977.94	545,300.07
Travel & Training	168.33		247.20	1,358.47		55.00	1,600.99	4,336.69	1,025.95	59.00	511.33	451.21	9,362.96
Utilities	4,679.25	5,514.36	9,941.21	2,593.29	5,798.77	5,616.12	3,559.02	3,030.05	6,418.61	5,910.19	-1,400.65	6,335.08	51,660.22
Misc Expense										-2,474.01	396.03		-2,077.98
Total Expenses	$ 111,912.90	$ 107,248.29	$ 89,186.50	$ 82,868.19	$ 118,160.28	$ 136,972.59	$ 112,465.09	$ 126,015.82	$ 89,309.65	$ 65,706.60	$ 97,449.51	$ 96,161.73	$ 1,137,691.45
Net Operating Income	(97,689.95)	(84,737.43)	(87,763.82)	(81,370.09)	16,092.70	239,633.80	(110,560.85)	31,364.93	385,470.51	(33,152.96)	(53,348.63)	(89,684.92)	123,938.21
Net Income	(97,689.95)	(84,737.43)	(87,763.82)	(81,370.09)	16,092.70	239,633.80	(110,560.85)	31,364.93	385,470.51	(33,152.96)	(53,348.63)	(89,684.92)	123,938.21

	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun-24
Ending Cash	$ 415,504.52	$ 330,767.09	$ 243,003.27	$ 161,633.18	$ 177,725.88	$ 417,359.68	$ 306,798.83	$ 338,163.76	$ 723,634.27	$ 690,481.31	$ 637,132.68	$ 547,447.76

July 2023 - June 2024

Month	Value
Jul 2023	$415,504.52
Aug 2023	$330,767.09
Sep 2023	$243,003.27
Oct 2023	$161,633.18
Nov 2023	$177,725.88
Dec 2023	$417,359.68
Jan 2024	$306,798.83
Feb 2024	$338,163.76
Mar 2024	$723,634.27
Apr 2024	$690,481.31
May 2024	$637,132.68
Jun-24	$547,447.76

Page 1 of 5
Spark Cash credit card | World Elite Mastercard for Business ending in 3899
May 20, 2024 - Jun 18, 2024 | 30 days in Billing Cycle

Capital One Business

Payment Information

Payment Due Date	For online and phone payments, the deadline is 8pm ET.
Jul 13, 2024	

New Balance	Minimum Payment Due
$3,354.01	**$425.98**

LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a $39.00 late fee and your APRs may be increased up to the Penalty APR of 34.65%.

MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	7 Years	$4,398

If you would like information about credit counseling services, call 1-888-326-8055.

Account Summary

Previous Balance	$7,345.45
Payments	- $7,345.45
Other Credits	- $102.00
Transactions	+ $3,355.03
Cash Advances	+ $0.00
Fees Charged	+ $0.00
Interest Charged	+ $100.98
New Balance	**= $3,354.01**
Revolving Credit Limit	$17,000.00
Available Revolving Credit (as of Jun 18, 2024)	$13,645.99
Cash Advance Credit Limit	$7,500.00
Available Credit for Cash Advances	$7,500.00

Earnings as of 06/18/2024

Previous	$386.72	Adjusted	$0.00
Earned	$46.08	Transferred in	$422.70
Redeemed	$0.00	Transferred out	-$422.70
		Rewards	**$432.80**

Account Notifications

Please check page 5 of this statement for your Account Notifications.

Pay or manage your account at capitalone.com   Customer Service: 1-800-867-0904   See reverse for Important Information

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Capital One Business

NATALIE STAROSTA
NORTH RIVERSIDE PUBLIC LIBRARY DISTR
2400 DESPLAINES AVE
RIVERSIDE, IL 60546-1520

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Payment Due Date: **Jul 13, 2024**   Account ending in 3899

New Balance	Minimum Payment Due	Amount Enclosed
$3,354.01	$425.98	$ _____

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Capital One
P.O. Box 4069
Carol Stream IL 60197-4069-69

1 5528694646343899 18 335401734545 0425981

How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date **each month**, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full **without** Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of $0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.

2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.

3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service fewer than 40 days after the annual membership Fee was assessed to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of your payment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)
What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:
P.O. Box 30285, Salt Lake City, UT 84130-0285.

In your letter, give us the following information:
• Account information: Your name and account number.
• Dollar amount: The dollar amount of the suspected error.
• Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
• We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
• While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
• We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:
1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and
2) You must not yet have fully paid for the purchase.
If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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Pay online at capitalone.com

Pay using the Capital One mobile app

Customer Service 1-800-867-0904

Changing your mailing address?

You can change your address by signing into your account online or by calling Customer Service.

Any written request on this form will not be honored.

How do I Make Payments? You may make your payment in several ways:

1. Online Banking by logging into your account;
2. Capital One Mobile Banking app for approved electronic devices;
3. Calling the telephone number listed on the front of this statement and providing the required payment information;
4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

When will you Credit My Payment?

♦ For mobile, online or over the phone, as of the business day we receive it, as long as it is made **by 8 p.m. ET**.
♦ For mail, as of the business day we receive it, as long as it is received **by 5 p.m. local time** at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

Page 2 of 5

Spark Cash credit card | World Elite Mastercard for Business ending in 3899
May 20, 2024 - Jun 18, 2024 | 30 days in Billing Cycle

Transactions

Visit capitalone.com to see detailed transactions.

NATALIE STAROSTA #3899: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jun 8	Jun 8	CAPITAL ONE AUTOPAY PYMTAuthDate 08-Jun	- $7,345.45

NATALIE STAROSTA #3899: Transactions

Trans Date	Post Date	Description	Amount
May 22	May 24	OTC BRANDS INCOMAHANE	$84.99
Jun 1	Jun 1	ILLINOIS LIBRARY ASSOC312-644-1896IL	$30.00
Jun 5	Jun 5	AMZN Mktp US*YS8KD0BV3Amzn.com/billWA	$88.98
Jun 5	Jun 6	AMZN Mktp US*8P9C33Z03Amzn.com/billWA	$42.98
Jun 8	Jun 10	AMZN Mktp US*HR6IY9TN3Amzn.com/billWA	$71.55
Jun 17	Jun 18	TECHSOUP4156339300CA	$75.00
Jun 17	Jun 18	IN *EDUCATE STATION LL707-4780252CA	$200.00
NATALIE STAROSTA #3899: Total Transactions			**$593.50**

BRITNEY MUSIAL #9066: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Jun 7	Jun 7	AMERLIBASSOC ECOMMERCE866-746-7252IL	- $102.00

BRITNEY MUSIAL #9066: Transactions

Trans Date	Post Date	Description	Amount
May 20	May 21	AMAZON.COM*0N2NT8N63SEATTLEWA	$11.98
May 20	May 21	DOLLAR TREEBERWYNIL	$55.92
May 22	May 22	AMAZON.COM*HV64F4UO3SEATTLEWA	$79.98
May 23	May 24	AMAZON.COM*W36TJ4AN3SEATTLEWA	$13.99
May 23	May 24	AMAZON.COM*049J43NN3SEATTLEWA	$13.98
May 24	May 24	Prusa ResearchPragueCZE	$49.95
May 31	Jun 1	AMAZON.COM*H31MY0VY3SEATTLEWA	$28.97
Jun 11	Jun 12	AMAZON.COM*J26VA0H93SEATTLEWA	$85.45
Jun 11	Jun 12	FIVEBELOW.COM 18444523PHILADELPHIAPA	$121.27
Jun 13	Jun 13	AMZN Mktp US*TN9MJ5YH3Amzn.com/billWA	$102.45
Jun 13	Jun 13	AMZN Mktp US*XX9OM4FN3Amzn.com/billWA	$32.71
Jun 17	Jun 18	AMAZON.COM*HL2QI5A23SEATTLEWA	$192.84
BRITNEY MUSIAL #9066: Total Transactions			**$789.49**

Additional Information on the next page

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Spark Cash credit card | World Elite Mastercard for Business ending in 3899
May 20, 2024 - Jun 18, 2024 | 30 days in Billing Cycle

Transactions (Continued)

VERONICA MARTINEZ #6021: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

VERONICA MARTINEZ #6021: Transactions

Trans Date	Post Date	Description	Amount
May 30	May 31	DOLLAR TREEBROADVIEWIL	$5.50
Jun 1	Jun 3	AMZN Mktp US*LJ7XD5LH3Amzn.com/billWA	$113.92
Jun 13	Jun 15	HOBBY-LOBBY #919NORTH RIVERSIIL	$14.76
Jun 15	Jun 17	WM SUPERCENTER #1737VILLA PARKIL	$9.59
Jun 17	Jun 18	AMAZON.COM*GC4LV3BK3SEATTLEWA	$117.30
VERONICA MARTINEZ #6021: Total Transactions			**$261.07**

KAREN QUINN #6313: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

KAREN QUINN #6313: Transactions

Trans Date	Post Date	Description	Amount
May 28	May 28	AMZN Mktp US*OK7BL9MJ3Amzn.com/billWA	$144.35
KAREN QUINN #6313: Total Transactions			**$144.35**

MIKE BRADLEY #3731: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

MIKE BRADLEY #3731: Transactions

Trans Date	Post Date	Description	Amount
May 19	May 20	Amazon.com*PG39E6CI3Amzn.com/billWA	$13.98
May 19	May 20	Amazon.com*VT3XO2503Amzn.com/billWA	$7.50
May 21	May 22	AMAZON.COM*OJ6GP8ZJ3SEATTLEWA	$37.74
May 27	May 28	Amazon.com*0B2FT85I3Amzn.com/billWA	$103.74
May 30	May 31	Amazon.com*L549M5KZ3Amzn.com/billWA	$16.98
May 30	May 31	AMAZON.COM*RH99291U3SEATTLEWA	$17.95
Jun 3	Jun 3	D J*WALL-ST-JOURNAL800-568-7625NJ	$194.97
Jun 10	Jun 10	Amazon.com*BL6JT5QZ3Amzn.com/billWA	$27.97
Jun 10	Jun 10	AMZN Mktp US*MB0T66YG3Amzn.com/billWA	$27.48
Jun 10	Jun 11	Amazon.com*RD8Z31512Amzn.com/billWA	$39.91
Jun 12	Jun 13	WEB*NETWORKSOLUTIONSJACKSONVILLEFL	$42.99
Jun 13	Jun 14	BEST BUY 00003202NORTH RIVERSIIL	$21.99
Jun 14	Jun 15	WEB*NETWORKSOLUTIONSJACKSONVILLEFL	$17.99

CapitalOne Business

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Spark Cash credit card | World Elite Mastercard for Business ending in 3899
May 20, 2024 - Jun 18, 2024 | 30 days in Billing Cycle

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Jun 16	Jun 17	AMAZON MKTPL*835W53423Amzn.com/billWA	$23.87
Jun 17	Jun 18	CHICAGO TRIB SUBSCRIPTCHICAGOIL	$424.00
Jun 17	Jun 18	SHAW SUBURBAN MEDIA-SUCRYSTAL LAKEIL	$104.00
MIKE BRADLEY #3731: Total Transactions			**$1,123.06**

NATALIE CASTILLO #6852: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount

NATALIE CASTILLO #6852: Transactions

Trans Date	Post Date	Description	Amount
May 21	May 22	MICHAELS STORES 8634NO RIVERSIDEIL	$46.72
May 24	May 25	eBay O*21-11599-31069San JoseCA	$18.66
May 24	May 25	eBay O*01-11617-97425LondonGBR	$23.18
May 24	May 25	TEMU.COM13024806118MA	$36.23
May 27	May 28	AMAZON MAR* 111-023035SEATTLEWA	$62.95
May 28	May 29	AMZN Mktp US*VU98S5VQ3Amzn.com/billWA	$124.55
May 29	May 30	TEMU.COM13024806118MA	$104.29
May 30	May 30	AMZN Mktp US*W32F11GZ3Amzn.com/billWA	$26.98
NATALIE CASTILLO #6852: Total Transactions			**$443.56**

Total Transactions for This Period			**$3,355.03**

Fees

Trans Date	Post Date	Description	Amount
Total Fees for This Period			**$0.00**

Interest Charged

Interest Charge on Purchases		$100.98
Interest Charge on Cash Advances		$0.00
Interest Charge on Other Balances		$0.00
Total Interest for This Period		**$100.98**

Totals Year-to-Date

Total Fees charged	**$173.00**
Total Interest charged	**$658.85**

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Spark Cash credit card | World Elite Mastercard for Business ending in 3899
May 20, 2024 - Jun 18, 2024 | 30 days in Billing Cycle

CapitalOne *Business*

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charged
Purchases	26.24% P	$4,682.29	$100.98
Cash Advances	32.24% P	$0.00	$0.00

Variable APRs: If you have a letter code displayed next to any of the above APRs, this means they are variable APRs. They may increase or decrease based on one of the following indices (reported in The Wall Street Journal) as described below.

Code next to your APR(s)	How do we calculate your APR(s)?	When your APR(s) will change
P	Prime Rate + margin	The first day of the Billing Cycles that end in Jan., April, July and Oct.
L	3 month LIBOR + margin	
D	Prime Rate + margin	The first day of each Billing Cycle
F	1 month LIBOR + margin	

Account Notifications

ⓘ Your minimum payment will be the greater of (1) $15; or (2) 10% of the balance up to your credit limit plus 100% of the amount above the credit limit, plus new interest and late payment fees, plus any past due amounts. If your Account charges off, the entire balance is due immediately.

ⓘ You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.

ⓘ You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your scheduled payment date. If your payment is more than the current balance on your scheduled payment date, we will only debit the current balance.

Protect yourself from scams.
When dealing with uninvited contacts from people, businesses, or social networking sites, always use caution.

Scan this QR Code with your phone's camera to learn more or visit
www.capitalone.com/stopscams

530486-EN

Director

Advocacy:

June 1st was our Summer Reading Kickoff party which, despite the rain, was well attended. We worked through May to finalize details and an alternate plan for poor weather/cicadas which was put into practice.

I created and shared a draft communication calendar with the Foundation & Friends and a similar calendar for NRPL's social media presence which will be reviewed by the Advertising & Outreach committee.

The 3rd quarter 2024 Bookmark was printed and mailed to patrons. We have had rave reviews of many of the upcoming programs.

Our first informal strategic planning survey question had 261 responses with the following results: 50 responding that they visit the library daily; 131 responding weekly; 39 responding monthly; 14 (plus a smiley face) responding less than once a month; and 27 responding rarely. The second question is currently posted at the library and will remain posted until July 15th.

We are working to partner with the NR Recreation department to host several open gym days for children and at least one movie night.

Legal/Financial:

Work continues on the following issue: Following notification from RAILS of the Digital Accessibility Investigation lawsuits filed against several Illinois libraries with the Office of Civil Rights for the U.S. Department of Education concerning possible violations to ADA, I have begun working with the other staff members who post on the website to update our Alternative text fields for screen readers. We will be looking to other updates that may be necessary such as creating greater contrast in some areas, reviewing all links for proper documentation for screen readers and more. Ancel Glink attorneys provided a memo detailing a number of actions libraries can take to identify and rectify any possible ADA issues including adoption of the new Web Content Accessibility Guidelines which will not go into effect until 2027. We are reviewing these guidelines.

I fulfilled a FOIA request from SmartProcure for spending data within the time limit for fulfillment.

Our Per Capita grant has been received and was raised to $11,027.61 which will be used for marketing and outreach efforts.

I've updated the former contract with Better World Books. The Foundation will no longer receive funds from books that are sent to Better World Books but the Library will be able to continue to send discarded books to them for disposal free of charge.

I sent an FYI that the US Dept of Labor has raised the salary threshold on employees considered "exempt" from overtime pay to be currently $43,888 which keeps all of our current full time staff exempt. However, as of January 1st 2025 the US Dept of Labor plans to raise that cap to $58,656/annually which will result in only two staff members being exempt from overtime pay. Starting January 1st, all full time staff will be required to log their actual hours worked to make sure that we are not in violation of the new cap. Currently many of our full time staff members do no log all of their off site hours or time that they are filling in for their staff on leave. *Note that there are expected to be challenges to the 2025 increase. I will provide updates as I learn about them.

Library Building:

Mario Vargas has begun work on the wall repair and painting and plans to continue work on one area at a time before the library opens, after the library closes and on Sundays. He has been issued a key and code for the alarm.

The leaking toilet in the main floor women's restroom was repaired.

The new smart lockers have been installed but are awaiting two back ordered parts before they can be branded.

Both the staff entrance and the main floor women's restroom door were repaired.

Training:

All Youth Servies staff members attended a training on dealing with unattended children in the department. This is always a concern but especially during the summer and on school breaks.

We are working on the August 9th Staff in-service training plan to finalize that for next month.

Adult and Teen/Tween Department

In June, we had an absolute wonderful turn out for our Summer Reading Kick Off Party! We were excited to show off the Build Guild because we had so many people signing up to make things after the samples we gave them for signing up for Summer Reading. A lot of great partnerships likewise came out of the Kick Off Party because we had so many people seeing the programs we had that were upcoming and wanting to help out in any way they could. It was so successful and fun!

The Special Events Committee met to discuss Geek Week and solidify dates for the Haunted Library Week. The plans that were made were: which themes worked from the previous years, coordinating with any businesses that wanted to help host themed days (which we got a local comic book store and a Tolkien Fan Club to help!), and working with the Village to help promote Fall programs with each other. The goals for the future would be to now have something in the Spring that is a weekly event.

Adult Active Programs

Summer Reading Kick Off	129
Mini Cork Garden	25
Ombre Canvas Painting	11
Tai Chi	6
Yoga	10
DIY Soap Workshop	18
Pom Pom Fruit Wreath	9
Club de Lectura	4
Murder Mystery	8
9 Total Active Programs	**220 total participants**

Teen/Tween Active Programs

Summer Reading Kick Off	42
Tabletop Games	10
Crochet/Knitting Time	8
D&D Night	5
DIY Water Bottle	9
Robots	14
Video Games	3
DIY Soap Workshop	2

Graphic Novel Society	5
Murder Mystery	7
10 Total Active Programs	**105 total participants**

Adult/Teen Passive Programs

Craft Exchange	32
Seed Exchange	56
Makerspace	536
Book Displays	65
Bookmarks/Buttons	36
Air Hockey Table	86
Doodle Board	205
Reference Questions	385
Mini Cork Garden	26
Cactus Pin Cushion	25
Grilled Vegetable	25
Summer Reading	115
12 Total Passive Programs	**1592 Total participants**

Tech Team

In June, we had a total of 10 more one-on-one appointments here in the library for individual tech help and digital preservation help. We also had two tech help sessions at Cantata Senior Living, which had 3 participants. Cantata has asked us back for two more sessions in July.

Youth Services Department

During the month of June, the Youth Services Department took part in orchestrating the Summer Reading Kickoff. We had patrons sign up for the Summer Reading Challenge and engage with a wide array of interactive stations. We currently have a total of 120 children in 5th grade and under, signed up for the challenge, and we have very strong participation with 724 badges earned on Beanstack so far. Additionally, we had a very successful Fairytale Tea Party that was curated and executed by Youth Services staff member, Alex. We had full attendance and patrons were enthusiastic about the event which included snacks, storytime, decorations, and crafts.

We have received a lot of positive feedback concerning our staff, programs, and resources. For example, we have a lot of new patrons comment on how impressed they are with the way our picture book are displayed. Our library of things also receives a lot of praise from families who are happy that we provide so many different materials to utilize during the summer. We have also had patrons comment that this library is their favorite

place, and they appreciate the dedication shown in the space we provide for children. We are also constantly praised for how wonderful the staff is, and the great programs we provide.

Program title:	Program Facilitator:	Date:	Ages 0-5:	Ages 6-11:	Teen:	Adults:
Summer reading Kickoff	All Staff	6/1/2024		all ages total 194		
Picnic Storytime	Alex	6/5/2024	13			10
Film Fest Fridays	Natalie	6/7/2024	0			
Village Day Camp s/t	Karen	6/11/2024	32	0	0	6
Preschool Yoga Storytime	Natalie	6/12/2024	7			6
Family Game Night	Alex	6/14/2024	2	1	0	4
Village Day Camp s/t	Karen	6/18/2024	32	0	0	6
Zumba for kids	Natalie	6/19/2024	1	2		2
Reptile Rodeo	Natalie	6/20/2024	20	16	1	28
Village Day Camp s/t	Karen	6/25/2024	25	0	0	7
Fairytale Tea Party	Alex	6/26/2024	25	2	0	13

June 29, 2022

Natalie Starosta, Library Director
North Riverside Public Library District
2400 South Des Plaines Avenue
North Riverside, Illinois 60546-1520

Dear Director Starosta:

I am pleased to award the North Riverside Public Library District a FY 2022 Illinois Public Library Per Capita Grant in the amount of $10,953.35. Over $18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 7,426. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

Jesse White

Jesse White
Secretary of State and State Librarian

cc: Annette Corgiat
     North Riverside Public Library District Per Capita File
     JW:isl

Item Library

NRS

Checkouts & Renewals of Your Items

Trans Stat Command Desc	Transactions	% of Total
Total	**5,461**	**100.00%**
Charge Item Part B	3,372	61.75%
Renew Item	2,089	38.25%

2,089
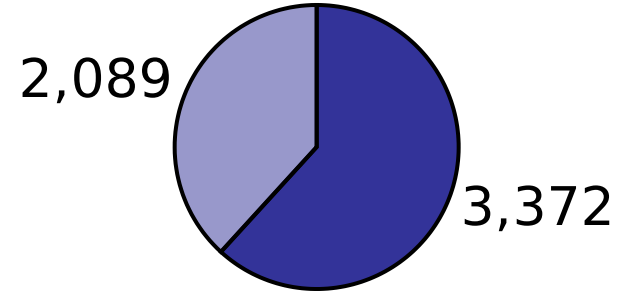
3,372

Item Cat1	Transactions	% of Total
Total	**5,461**	**100.00%**
BOOK	3,978	72.84%
VIDEO	722	13.22%
CONS_GAME	273	5.00%
AUDIO	203	3.72%
EQUIPMENT	140	2.56%
LARGETYPE	51	0.93%
PERIODICAL	51	0.93%
MISC	20	0.37%
	17	0.31%
KIT	3	0.05%
SOFTWARE	2	0.04%
DIGITALRES	1	0.02%

Item Library

NRS ⌄
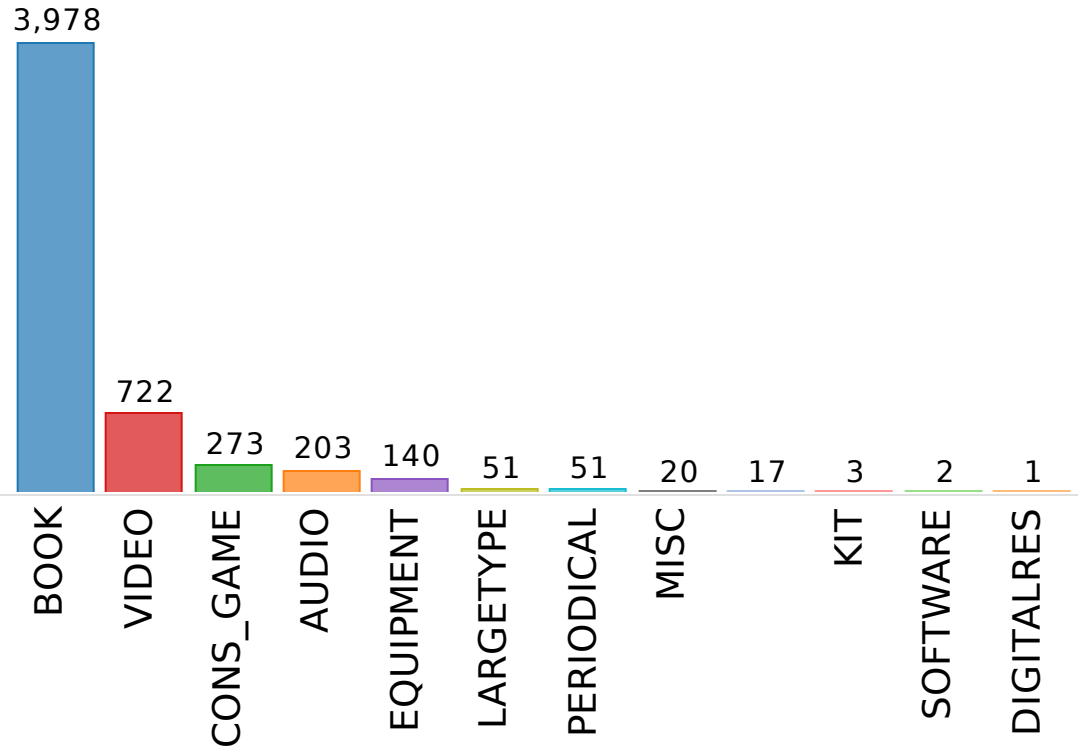
Checkouts & Renewals of Your Items

Item Type	Transactions	% of Total
Total	**5,461**	**100.00%**
BOOK	3,529	64.62%
BOOK_NEW	537	9.83%
DVD_FEAT	402	7.36%
CONSOLEGAM	234	4.28%
DVD_BOXSET	115	2.11%
DVD_NEWFEA	91	1.67%
CD_AUDIO	85	1.56%
TOY	65	1.19%
BLURAY_FEA	55	1.01%
PERIODICAL	51	0.93%
EQUIPMENTC	41	0.75%
EQUIPMENT	39	0.71%
CONSOLENEW	38	0.70%
DVD	35	0.64%
LARGETYPE	35	0.64%
LARGETYPEN	19	0.35%
BLURAY_NFE	17	0.31%
CD_SPOKEN	17	0.31%
REALIA	16	0.29%
DVD_BOXNEW	9	0.16%
BOOK_J	8	0.15%
CD_NEW	5	0.09%
KIT_J	3	0.05%
NS_ILL_VID	3	0.05%
PAPERBACK	3	0.05%
BLURAY_BOX	2	0.04%
CD_ROM	2	0.04%

Item Home Location	Transactions	% of Total
Total	**5,461**	**100.00%**
STACKS_JUV	2,702	49.48%
STACKS	1,579	28.91%
YOUNGADULT	454	8.31%
NEW_ADULT	366	6.70%
NEW_JUV	305	5.59%
NEW_YA	52	0.95%
ILL_IN	3	0.05%

Item Library

NRS ⌄

Checkouts & Renewals of Your Items

User Library	Trans Stat User Profile Name	Transactions	% of Total
Total		**5,461**	**100.00%**
NRS	**NRS_ADULT**	2,531	46.35%
	NRS_JUV	912	16.70%
RSS	**RSS_ADULT**	417	7.64%
BYS	**BYS_ADULT**	164	3.00%
FPS	**FPS_ADULT**	123	2.25%
OPS	**OPS_PATRON**	87	1.59%
MWS	**MWS_ADULT**	86	1.57%
BFS	**BFS_PATRON**	73	1.34%
RSS	**RSS_JUV**	60	1.10%
CIS	**CIS_JUV**	52	0.95%
ILL_LIBS	**CHICAGO_P**	46	0.84%
LPS	**LPS_PATRON**	43	0.79%
SCD	**SCD_PATRON**	43	0.79%
CIS	**CIS_ADULT**	41	0.75%
BPS	**BPS_PATRON**	33	0.60%
DGS	**DGS_PATRON**	31	0.57%
GED	**GED_PATRON**	31	0.57%
CSD	**CSD_PATRON**	30	0.55%
GVD	**GVD_PATRON**	27	0.49%
BYS	**BYS_JUV**	26	0.48%
OZS	**OPS_PATRON**	26	0.48%
WMS	**WMS_PATRON**	24	0.44%
WRS	**WRS_PATRON**	20	0.37%
EPS	**EPS_PATRON**	19	0.35%
TPS	**TPS_PATRON**	19	0.35%
FPS	**FPS_JUV**	18	0.33%
RFS	**RFS_ADULT**	18	0.33%

Item Library

NRS

Checkouts & Renewals of Your Items

Item Cat2	Transactions	% of Total
ADULT	1,942	35.56%
JUVENILE	2,999	54.92%
TEEN	515	9.43%
	5	0.09%
Total	**5,461**	**100.00%**

Item Cat3	Transactions	% of Total
FICTION	3,207	58.73%
NONFICTION	929	17.01%
	1,325	24.26%
Total	**5,461**	**100.00%**

Circs by Cat2 & Cat3

Item Cat3
- ■ FICTION
- ■ NONFICTION
- ■

Item Cat2

Item Library

NRS ⌄
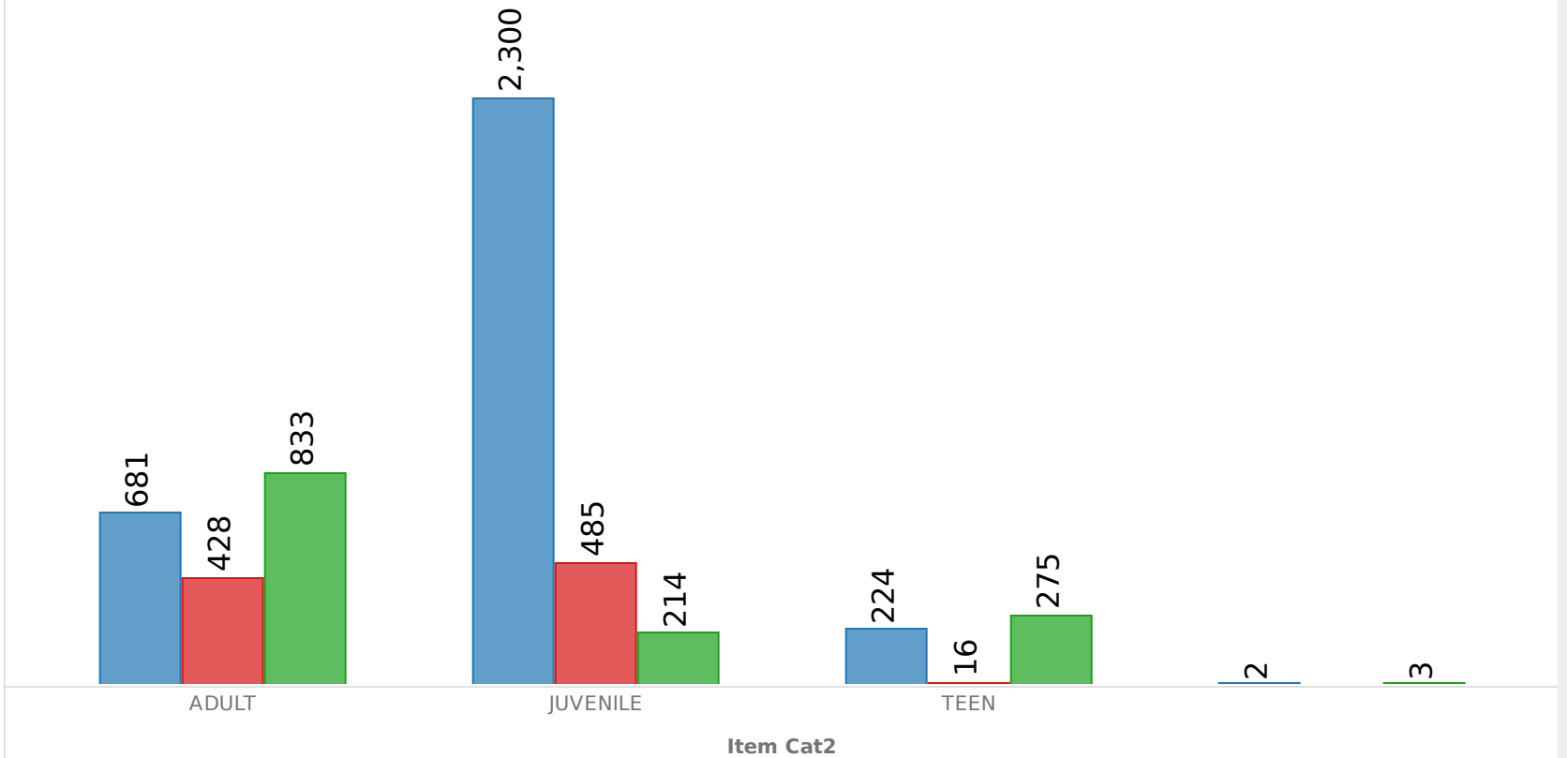
Checkouts & Renewals of Your Items

Publication Year	Transactions	% of Total
Total	**5,461**	**100.00%**
2024	696	12.74%
2023	532	9.74%
2018	361	6.61%
2021	339	6.21%
2022	334	6.12%
2019	315	5.77%
2020	308	5.64%
2017	260	4.76%
2016	225	4.12%
2015	213	3.90%
2013	161	2.95%
2014	153	2.80%
2012	137	2.51%
2011	128	2.34%
2010	125	2.29%
0	121	2.22%
2009	103	1.89%
2007	86	1.57%
2005	82	1.50%
2003	77	1.41%
2006	76	1.39%
2008	76	1.39%
2004	74	1.36%
2002	43	0.79%
1998	42	0.77%
1997	40	0.73%
2000	40	0.73%
2001	39	0.71%
1996	27	0.49%

Treemap:
- 2024 696
- 2021 339
- 2022 334
- 2019 315
- 2020 308
- 2017 260
- 20... 137
- 2... 128
- 0 121
- 2023 532
- 2016 225
- 2015 213
- 2018 361
- 2013 161
- 2014 153

Station Library

NRS
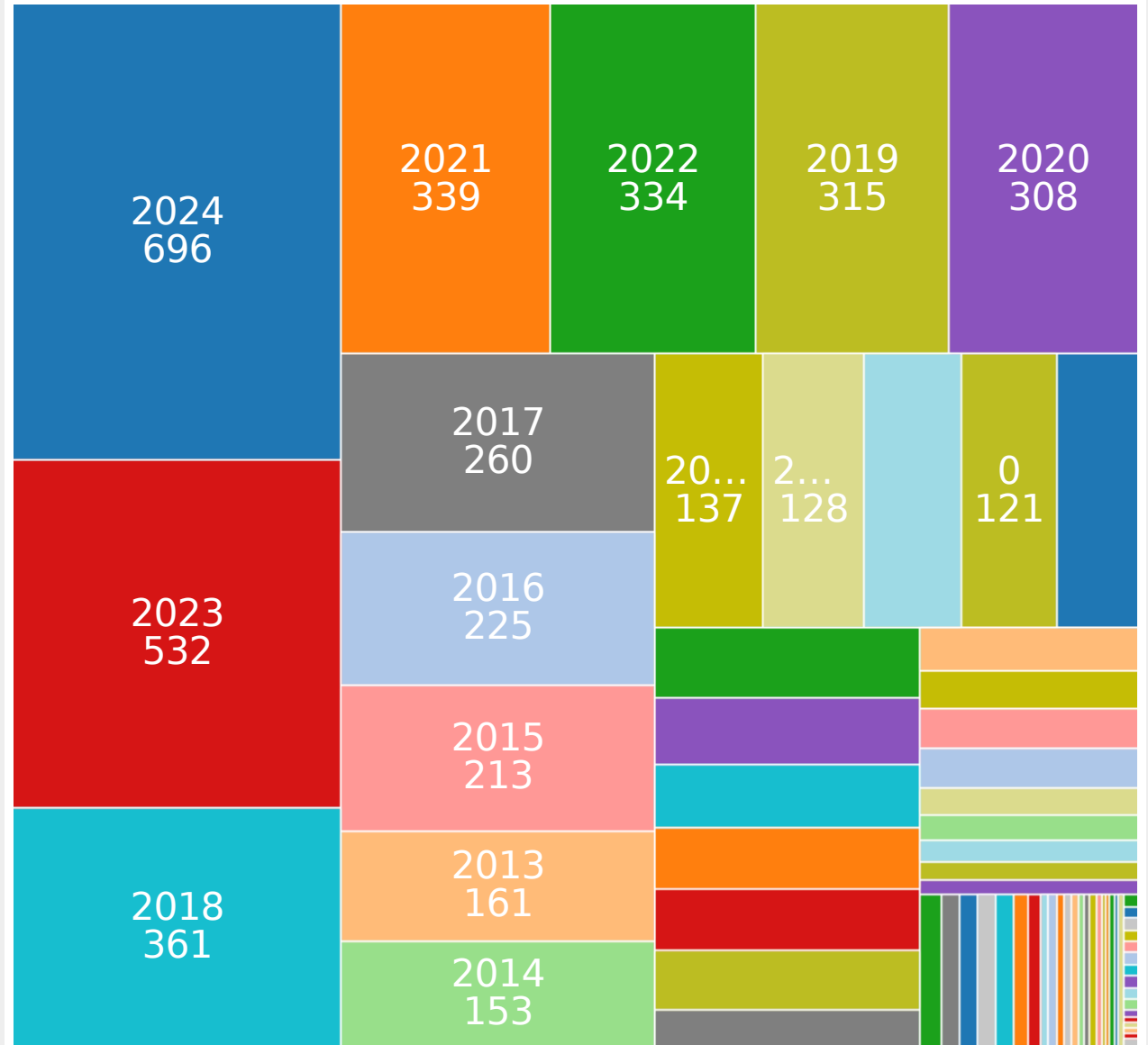
Checkouts & Renewals at Your Library

Trans Stat Command Desc	Transactions	% of Total
Total	**5,522**	**100.00%**
Charge Item Part B	3,447	62.42%
Renew Item	2,075	37.58%

Trans Stat Station Login User Access	Transactions	% of Total
Total	**5,522**	**100.00%**
NRSCIRCSR	2,062	37.34%
AUTORENEW	1,883	34.10%
SIPCHK	1,162	21.04%
NRSTECHSR	400	7.24%
PUBLIC	15	0.27%

Average Transactions per Hour

Station Library

NRS ⌄
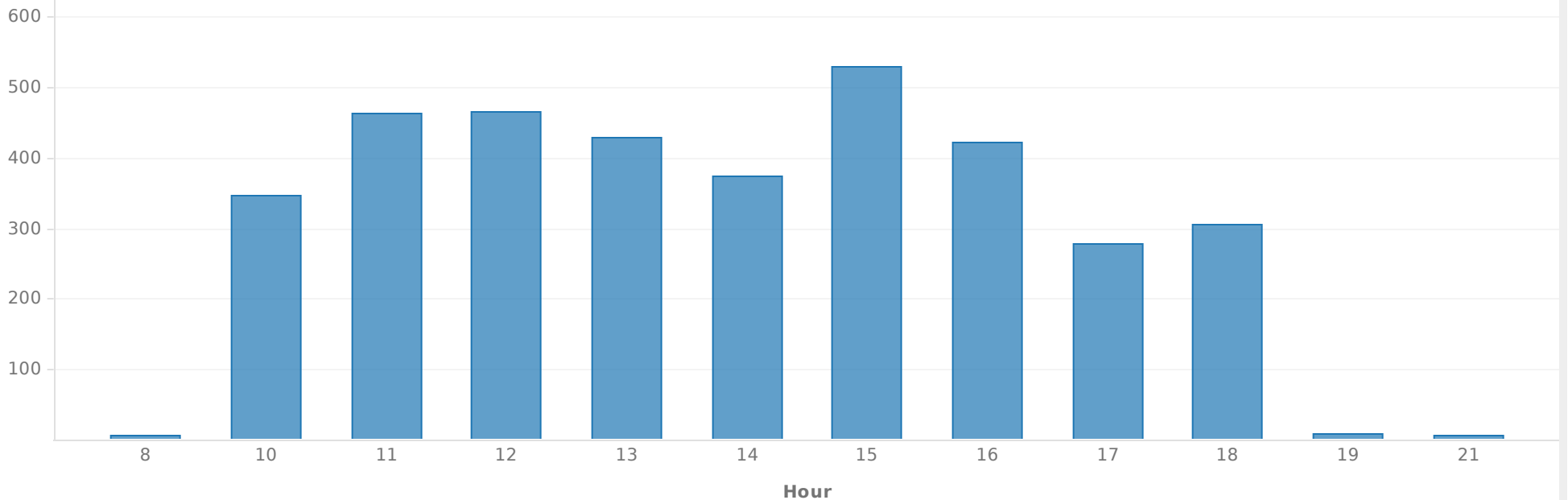
Checkouts & Renewals at Your Library

Trans Stat Dow	Transactions	% of Total
Sunday	8	0.22%
Monday	639	17.56%
Tuesday	578	15.88%
Wednesday	702	19.29%
Thursday	542	14.89%
Friday	538	14.78%
Saturday	632	17.37%

Hour	Transactions	% of Total
8	6	0.16%
10	347	9.54%
11	464	12.75%
12	465	12.78%
13	429	11.79%
14	375	10.31%
15	530	14.56%
16	423	11.62%
17	279	7.67%
18	306	8.41%
19	8	0.22%
21	7	0.19%

Circs by Hour and Day

Station Library

NRS ⌄
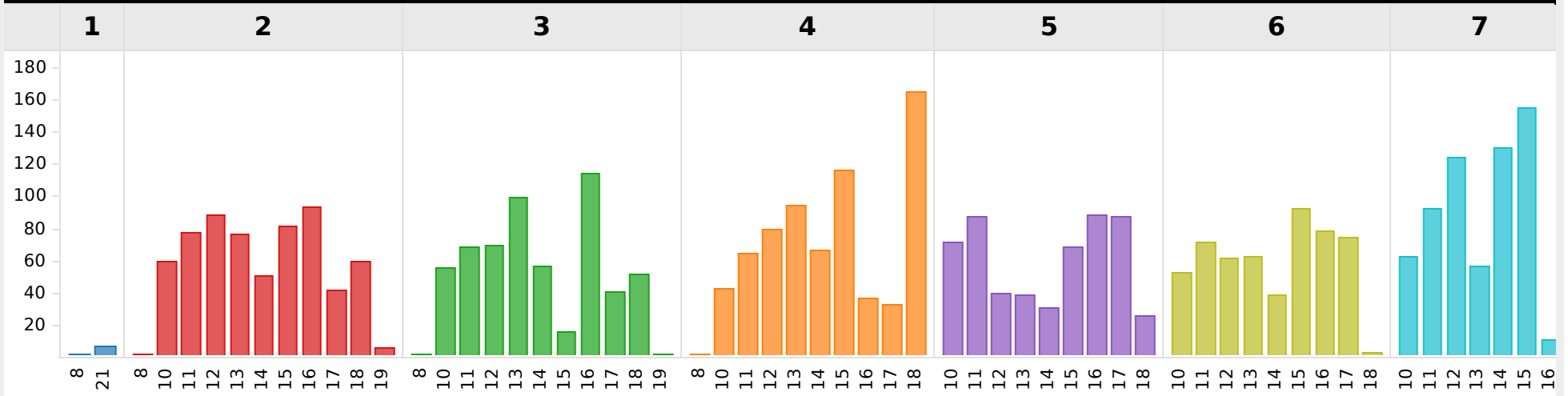
Checkouts & Renewals at Your Library

Library Users at Your Library

User Library	Transactions	% of Total
Total	**3,639**	**100.00%**
NRS	2,780	76.39%
RSS	297	8.16%
BYS	139	3.82%
FPS	108	2.97%
CIS	56	1.54%
MWS	56	1.54%
BFS	37	1.02%
ILL_LIBS	35	0.96%
OPS	24	0.66%
BPS	22	0.60%
LPS	22	0.60%
EPS	10	0.27%
OZS	8	0.22%
WCS	8	0.22%
LYS	7	0.19%
BRS	6	0.16%
RFS	5	0.14%
SFS	5	0.14%
LGS	4	0.11%
BWS	3	0.08%
SAS	2	0.05%
TFS	2	0.05%
MCS	1	0.03%
OES	1	0.03%
RGS	1	0.03%

Library Items at Your Library

| Item Library	Transactions	% of Total
Total	**3,639**	**100.00%**
NRS	3,044	83.65%
OPS	37	1.02%
OLS	23	0.63%
SCD	23	0.63%
DGS	22	0.60%
FPS	22	0.60%
BYS	21	0.58%
TPS	21	0.58%
GED	20	0.55%
BDD	15	0.41%
BLD	15	0.41%
ESS	15	0.41%
AMS	12	0.33%
VPD	12	0.33%
ADD	11	0.30%
LGS	11	0.30%
BFS	10	0.27%
GHS	10	0.27%
INS	10	0.27%
WRS	10	0.27%
EPS	8	0.22%
LSS	8	0.22%

Station Library

NRS

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		**3,639**	**100.00%**
NRS	NRS_ADULT	2,148	59.03%
	NRS_JUV	632	17.37%
RSS	RSS_ADULT	260	7.14%
BYS	BYS_ADULT	136	3.74%
FPS	FPS_ADULT	95	2.61%
MWS	MWS_ADULT	56	1.54%
BFS	BFS_PATRON	37	1.02%
RSS	RSS_JUV	37	1.02%
ILL_LIBS	CHICAGO_P	35	0.96%
CIS	CIS_ADULT	29	0.80%
	CIS_JUV	27	0.74%
BPS	BPS_PATRON	22	0.60%
LPS	LPS_PATRON	22	0.60%
OPS	OPS_PATRON	22	0.60%
FPS	FPS_JUV	13	0.36%
EPS	EPS_PATRON	10	0.27%
OZS	OPS_PATRON	8	0.22%
WCS	WCS_PATRON	8	0.22%
LYS	LYS_ADULT	7	0.19%
BRS	BRS_ADULT	6	0.16%
RFS	RFS_ADULT	5	0.14%
SFS	SFS_ADULT	5	0.14%
LGS	LGS_PATRON	4	0.11%
BWS	BWS_ADULT	3	0.08%
BYS	BYS_JUV	3	0.08%
OPS	OPS_STAFF	2	0.05%
SAS	SAS_ADULT	2	0.05%

Library Items/Profiles at Your Library

Item Library	Trans Stat User Profile Name	Transactions	% of Total
Total		**3,639**	**100.00%**
NRS	NRS_ADULT	1,650	45.34%
	NRS_JUV	619	17.01%
	RSS_ADULT	233	6.40%
	BYS_ADULT	116	3.19%
	FPS_ADULT	70	1.92%
	MWS_ADULT	54	1.48%
	BFS_PATRON	36	0.99%
	RSS_JUV	36	0.99%
	CHICAGO_P	35	0.96%
OPS	NRS_ADULT	30	0.82%
NRS	CIS_ADULT	27	0.74%
	CIS_JUV	27	0.74%
	OPS_PATRON	25	0.69%
	BPS_PATRON	22	0.60%
	LPS_PATRON	22	0.60%
OLS	NRS_ADULT	21	0.58%
SCD	NRS_ADULT	21	0.58%
BYS	NRS_ADULT	17	0.47%
DGS	NRS_ADULT	17	0.47%
TPS	NRS_ADULT	17	0.47%
GED	NRS_ADULT	16	0.44%
BDD	NRS_ADULT	14	0.38%
BLD	NRS_ADULT	14	0.38%
ESS	NRS_ADULT	14	0.38%
NRS	FPS_JUV	13	0.36%
FPS	NRS_ADULT	12	0.33%
ADD	NRS_ADULT	10	0.27%
GHS	NRS_ADULT	10	0.27%

User Library

NRS ⌄

Checkouts & Renewals from Your Patrons

Item Library	Transactions	% of Total
Total	**5,039**	**100.00%**
NRS	3,448	68.43%
RSS	252	5.00%
BYS	171	3.39%
OPS	100	1.98%
LGS	97	1.92%
BFS	83	1.65%
DGS	47	0.93%
FPS	46	0.91%
OLS	33	0.65%
GED	28	0.56%
HDS	26	0.52%
BLD	25	0.50%
SCD	25	0.50%
TPS	25	0.50%
LPS	24	0.48%
BDD	22	0.44%
ESS	20	0.40%
INS	19	0.38%
MED	18	0.36%
OBD	18	0.36%
ROD	18	0.36%
TFS	18	0.36%
GHS	17	0.34%

Your Users Checkout Items from...

User Library

NRS ⌄
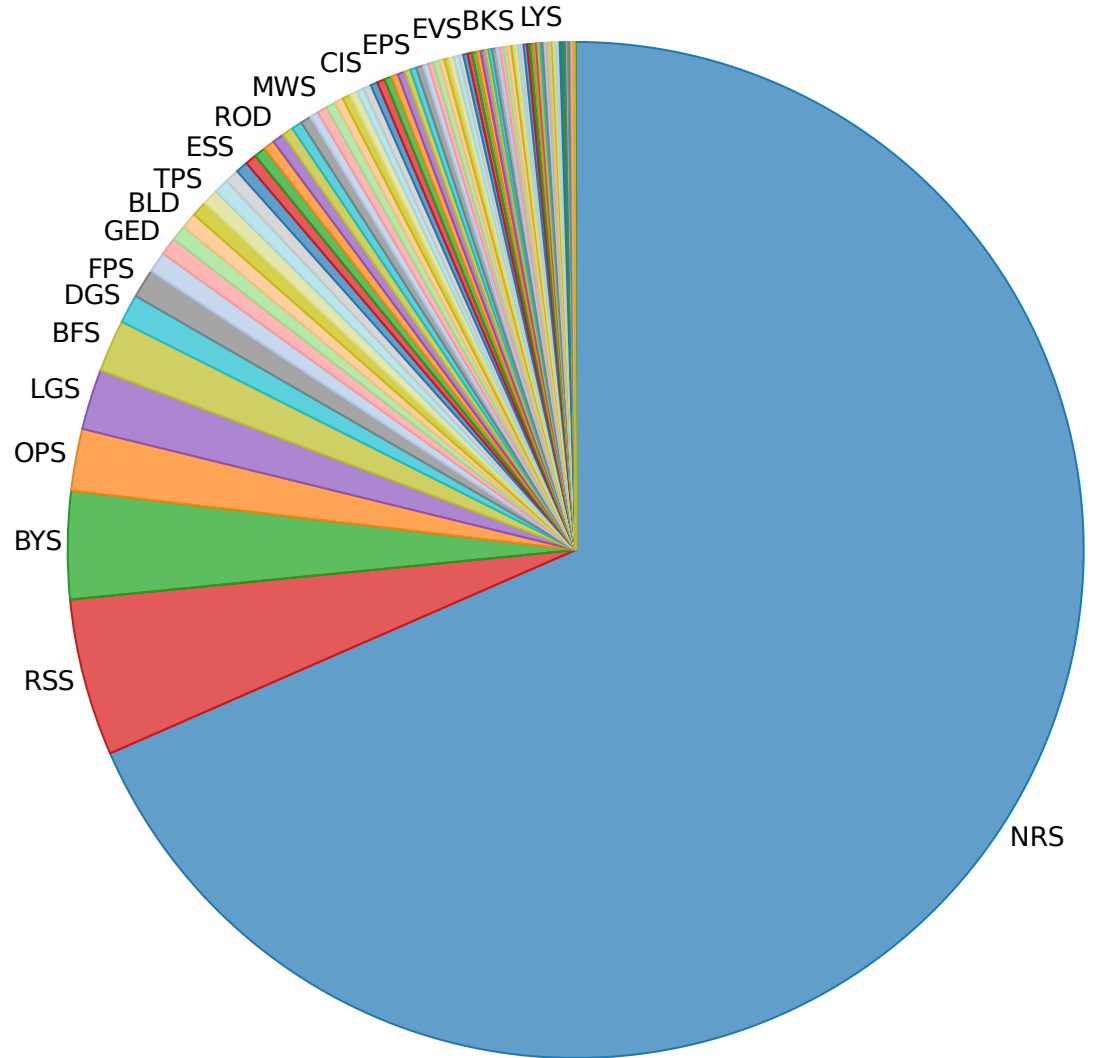
Checkouts & Renewals from Your Patrons

Station Library	Transactions	% of Total
Total	**5,039**	**100.00%**
NRS	4,215	83.65%
RSS	249	4.94%
BYS	185	3.67%
BFS	85	1.69%
LGS	85	1.69%
OPS	57	1.13%
FPS	32	0.64%
DGS	21	0.42%
LPS	15	0.30%
MWS	12	0.24%
HDS	11	0.22%
HSS	9	0.18%
OBD	9	0.18%
RFS	8	0.16%
BRS	7	0.14%
SWS	6	0.12%
GED	4	0.08%
INS	4	0.08%
TFS	4	0.08%
CIS	3	0.06%
BVS	2	0.04%
HKS	2	0.04%
NLS	2	0.04%

Your Users Checkout at...
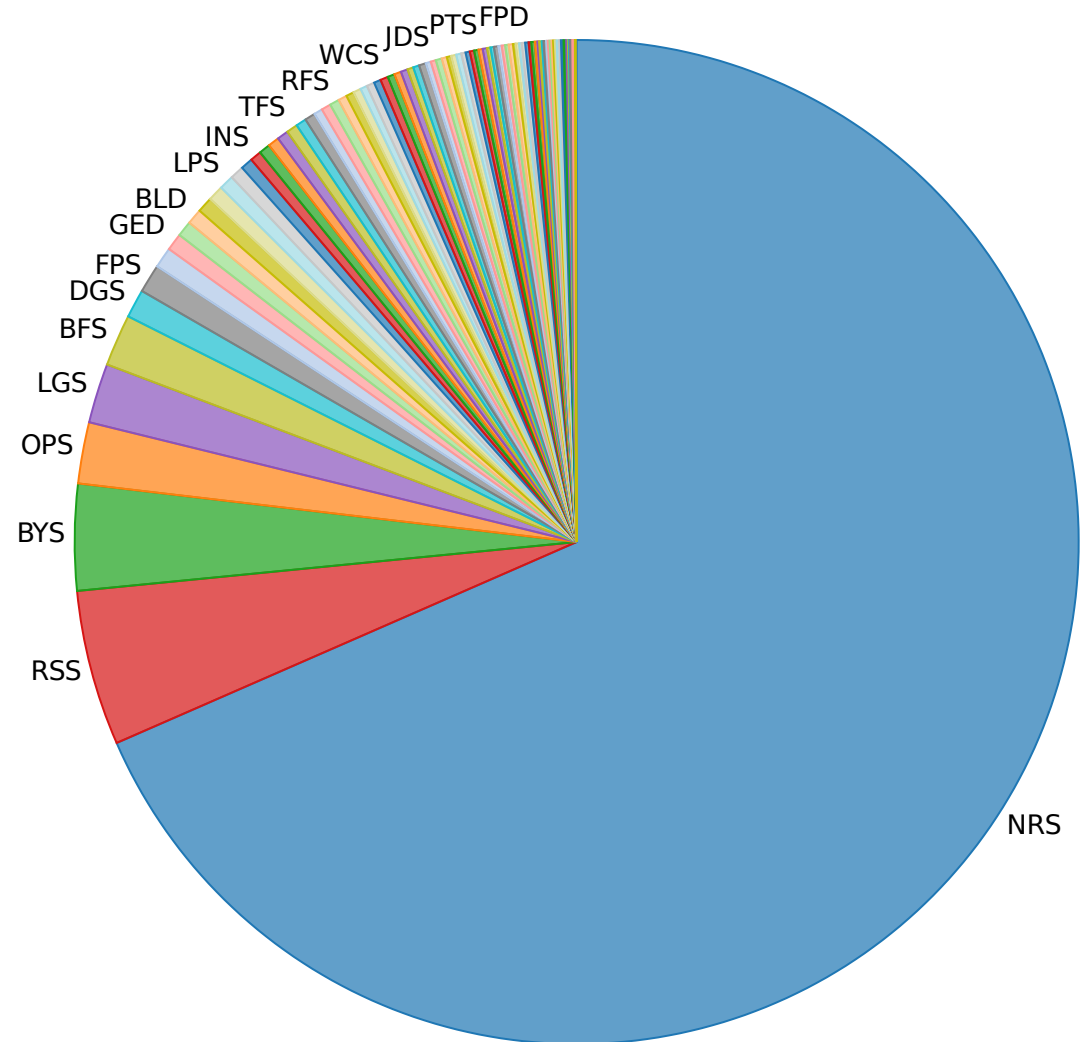
Checkouts & Renewals from all SWAN Libraries

Item Library	Transactions	% of Total
Total	**1,202,741**	**100.00%**
SCD	79,038	6.57%
DGS	75,042	6.24%
OPS	71,417	5.94%
GED	45,474	3.78%
TPS	45,407	3.78%
INS	43,878	3.65%
GVD	43,578	3.62%
WRS	37,996	3.16%
BLD	37,131	3.09%
CSD	32,214	2.68%
OLS	28,473	2.37%
HDS	26,177	2.18%
FRS	25,082	2.09%
LGS	21,286	1.77%
TFS	21,264	1.77%
WMS	21,230	1.77%
BDD	21,090	1.75%
GSD	20,603	1.71%
VPD	20,424	1.70%
ADD	20,228	1.68%
ESS	18,679	1.55%
BYS	16,262	1.35%
WVD	15,004	1.25%
MED	13,765	1.14%
BFS	13,417	1.12%
OBD	13,251	1.10%
HWS	13,002	1.08%
ROD	12,948	1.08%
GHS	12,683	1.05%
AMS	12,677	1.05%
RFS	12,546	1.04%
LPS	11,588	0.96%
PHS	10,762	0.89%

Item Circs by Item Library
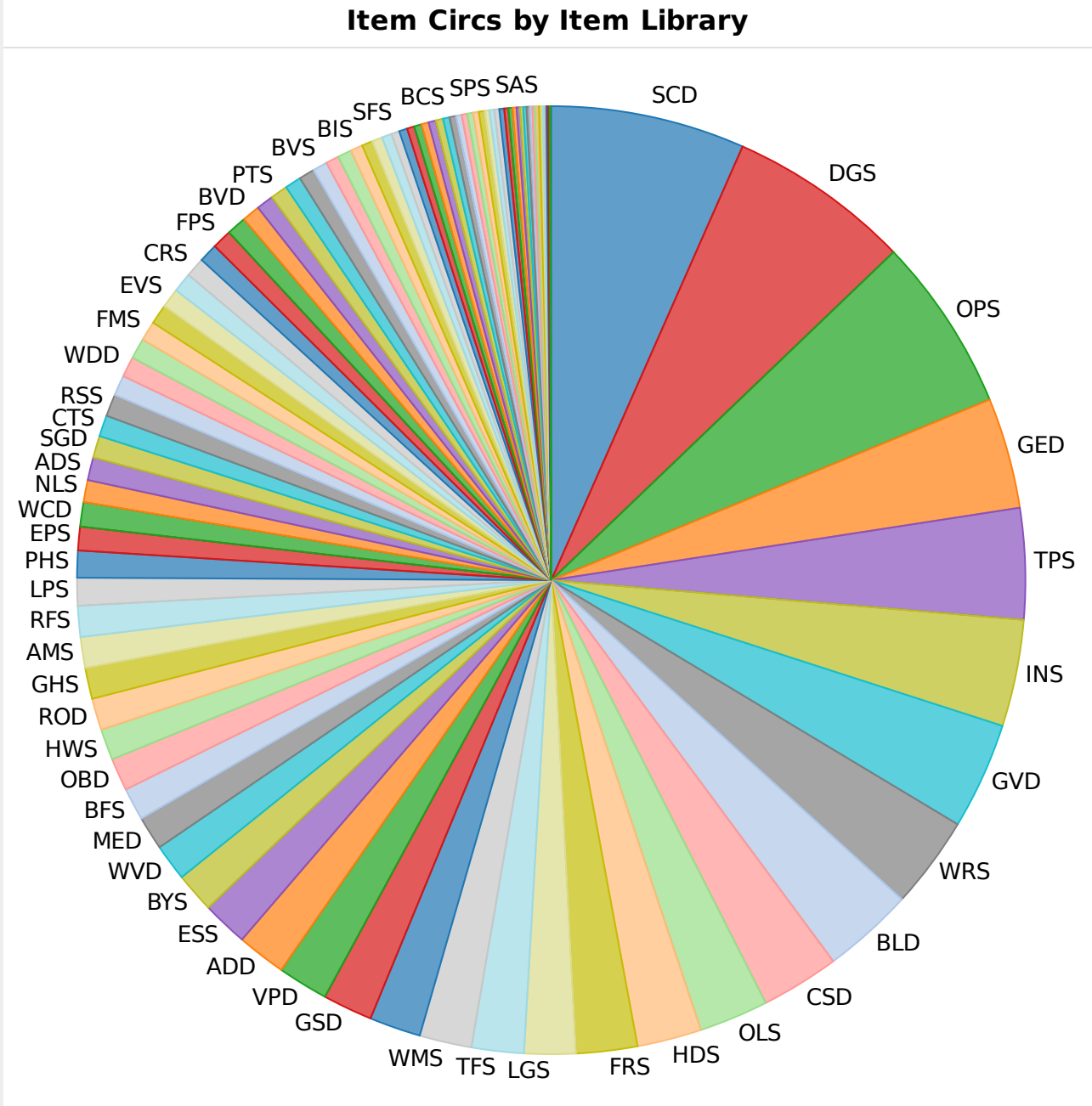
Checkouts & Renewals from all SWAN Libraries

Station Library	Transactions	% of Total
Total	**1,202,741**	**100.00%**
SCD	78,707	6.54%
DGS	76,619	6.37%
OPS	73,429	6.11%
TPS	45,563	3.79%
GVD	44,152	3.67%
GED	43,986	3.66%
INS	43,600	3.63%
WRS	38,488	3.20%
CSD	36,610	3.04%
BLD	36,073	3.00%
HDS	26,810	2.23%
FRS	26,459	2.20%
OLS	26,089	2.17%
WMS	22,829	1.90%
LGS	21,659	1.80%
TFS	20,805	1.73%
VPD	20,015	1.66%
BDD	19,840	1.65%
GSD	18,473	1.54%
ESS	16,527	1.37%
ADD	15,920	1.32%
BFS	15,908	1.32%
BYS	15,030	1.25%
WVD	14,939	1.24%
RFS	13,964	1.16%
MED	13,151	1.09%
HWS	12,907	1.07%
ROD	12,548	1.04%
LPS	12,537	1.04%
GHS	12,533	1.04%
OZS	12,159	1.01%
OBD	11,883	0.99%
PHS	10,802	0.90%

Item Circs by Station Library
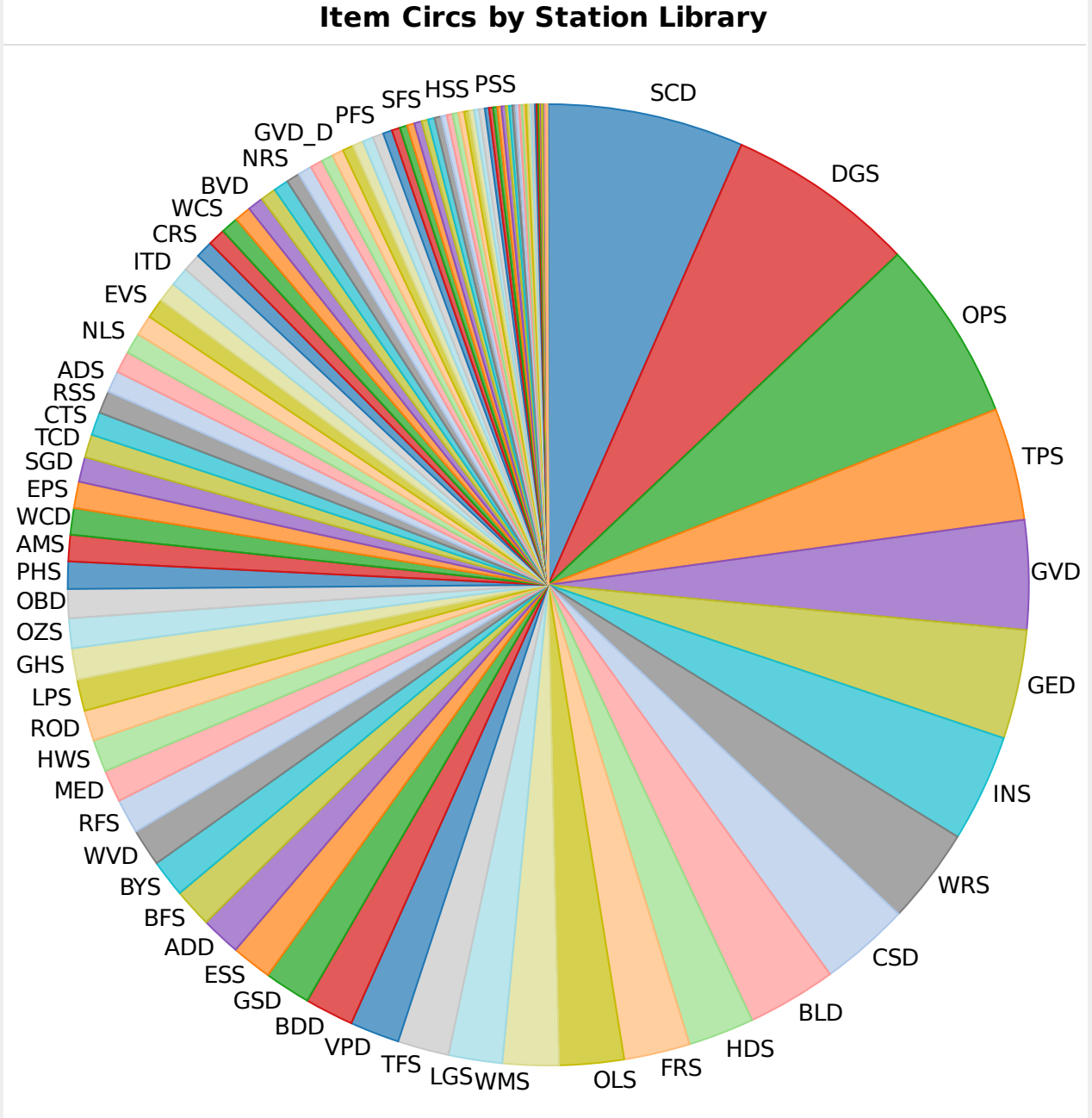
Checkouts & Renewals from all SWAN Libraries

User Library	Transactions	% of Total
Total	**1,202,741**	**100.00%**
SCD	81,973	6.82%
DGS	75,497	6.28%
OPS	67,118	5.58%
GVD	45,335	3.77%
INS	43,201	3.59%
TPS	42,873	3.56%
GED	42,649	3.55%
ILL_LIBS	37,532	3.12%
CSD	35,200	2.93%
WRS	35,035	2.91%
BLD	32,608	2.71%
FRS	25,629	2.13%
HDS	25,117	2.09%
WMS	23,343	1.94%
OLS	23,162	1.93%
TFS	21,217	1.76%
VPD	19,704	1.64%
GSD	18,571	1.54%
BDD	18,498	1.54%
LGS	18,139	1.51%
BFS	17,496	1.45%
BYS	16,079	1.34%
ADD	14,212	1.18%
WVD	14,211	1.18%
RFS	13,619	1.13%
LPS	13,386	1.11%
ROD	13,353	1.11%
MED	12,971	1.08%
GHS	12,651	1.05%
WCD	12,066	1.00%
HWS	11,993	1.00%
OZS	11,895	0.99%
ESS	10,742	0.89%

Item Circs by User Library
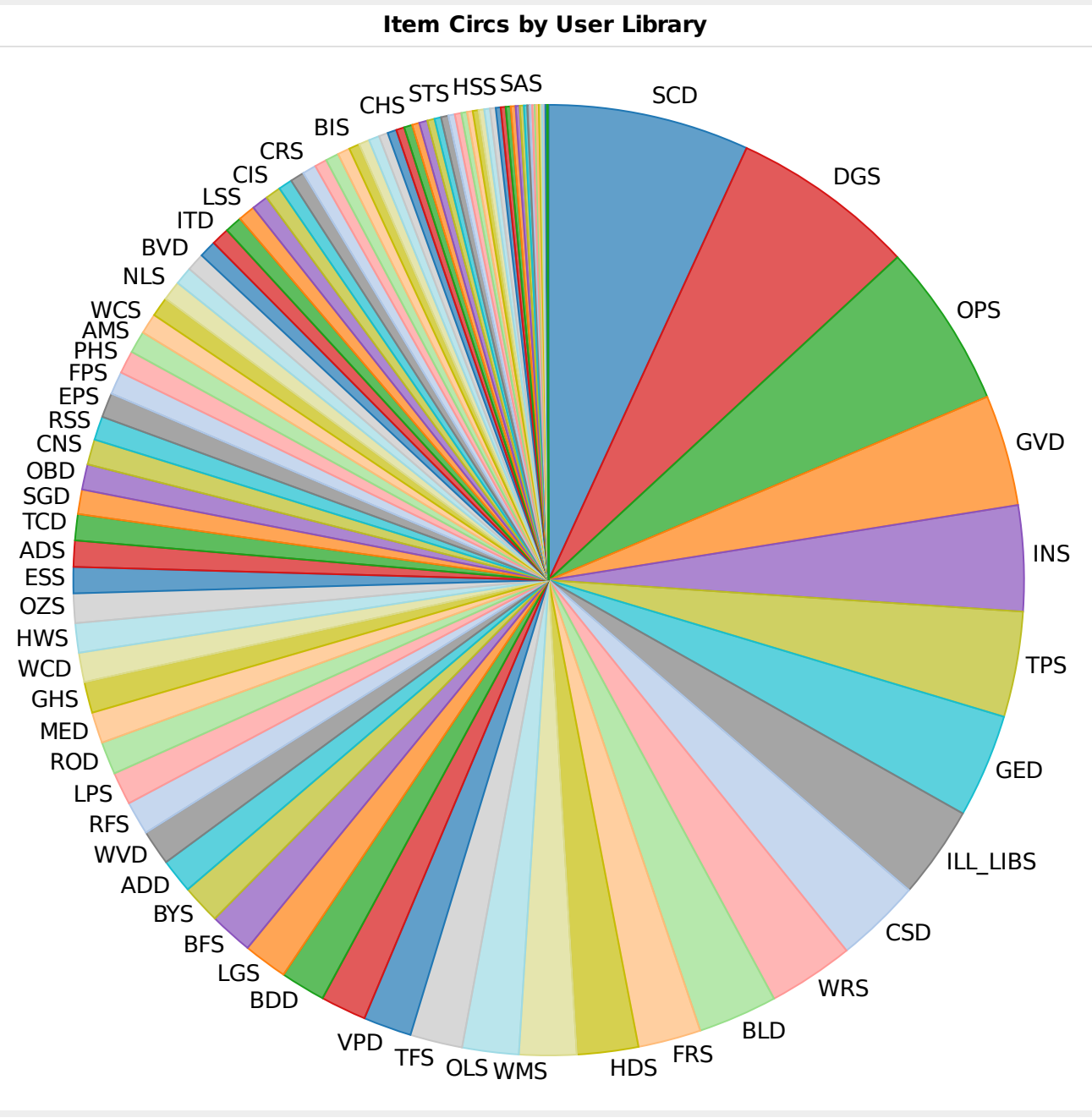
Annual Secretary's Audit

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 FY2024/2025.

_____   _____

Trustee Signature   Date

_____

Printed Name

_____   _____

Trustee Signature   Date

_____

Printed Name

NORTH RIVERSIDE
PUBLIC LIBRARY

NORTH RIVERSIDE, IL

ORDINANCE NO. 24-07-01

(.02% Building and Maintenance Tax)

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2024-2025 fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the North Riverside Public Library District that:

SECTION 1: 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, a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2024-2025 fiscal year.

SECTION 2: Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption.

NORTH RIVERSIDE
PUBLIC LIBRARY

NORTH RIVERSIDE, IL

Adopted July 15, 2024, pursuant to a roll call vote as follows:

AYES:_____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

_____
Annette Corgiat, President
Board of Library Trustees
North Riverside Public Library
District

(seal)

ATTEST:

_____
Kyle Johnson, Secretary
Board of Library Trustees
North Riverside Public Library District

2

PUBLIC NOTICE

Public notice is hereby given that, by Ordinance No. 24-07-01 adopted on July 15, 2024, 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 2023-2024 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 5, 2024.

Board of Library Trustees
North Riverside Public Library District

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION

Approved:

POSITION: Marketing Assistant
DEPT: ADULT SERVICES
TYPE: Non-Exempt

JOB PURPOSE: To coordinate and create original design deliverables, maintaining a consistent brand for all library related materials and constructing print, digital, and multimedia graphics and artwork.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Adult Services Manager. May supervise volunteers in all departments.

ESSENTIAL RESPONSIBILITIES AND DUTIES:
The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsible for the planning, development and delivery of promotional materials working with the adult, teen, and children's departments. This involves creating and coordinating our quarterly newsletter, various library handouts, posters, and special promotions in print; creating and curating digital content on our website; creating and coordinating scheduling on our social media sites. Other duties as assigned. (75%)

Responsible for creating and continual updating of the library marketing and outreach plan which will include but not be limited to: a social media posting schedule, an outreach promotion plan, and plan for cross departmental marketing and outreach meetings. (25%)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Ability to work well with patrons and co-workers. Excellent verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to plan, lay out and coordinate the work of others. Intermediate to advanced Microsoft Office and Adobe Suite skills.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Hand/finger dexterity sufficient to use a computer. Visual acuity to read fine print and numbers and aural acuity sufficient to understand speech in person and by telephone. Ability to bend, reach, and lift books weighing up to 10 lbs. Ability to read, write, and communicate fluently in English.

QUALIFICATIONS FOR APPOINTMENT: Commitment to work evenings and weekends regularly. Bilingual in Spanish a plus.

2024
Library Survey

A survey of compensation and benefits especially for libraries.

HR Source ™
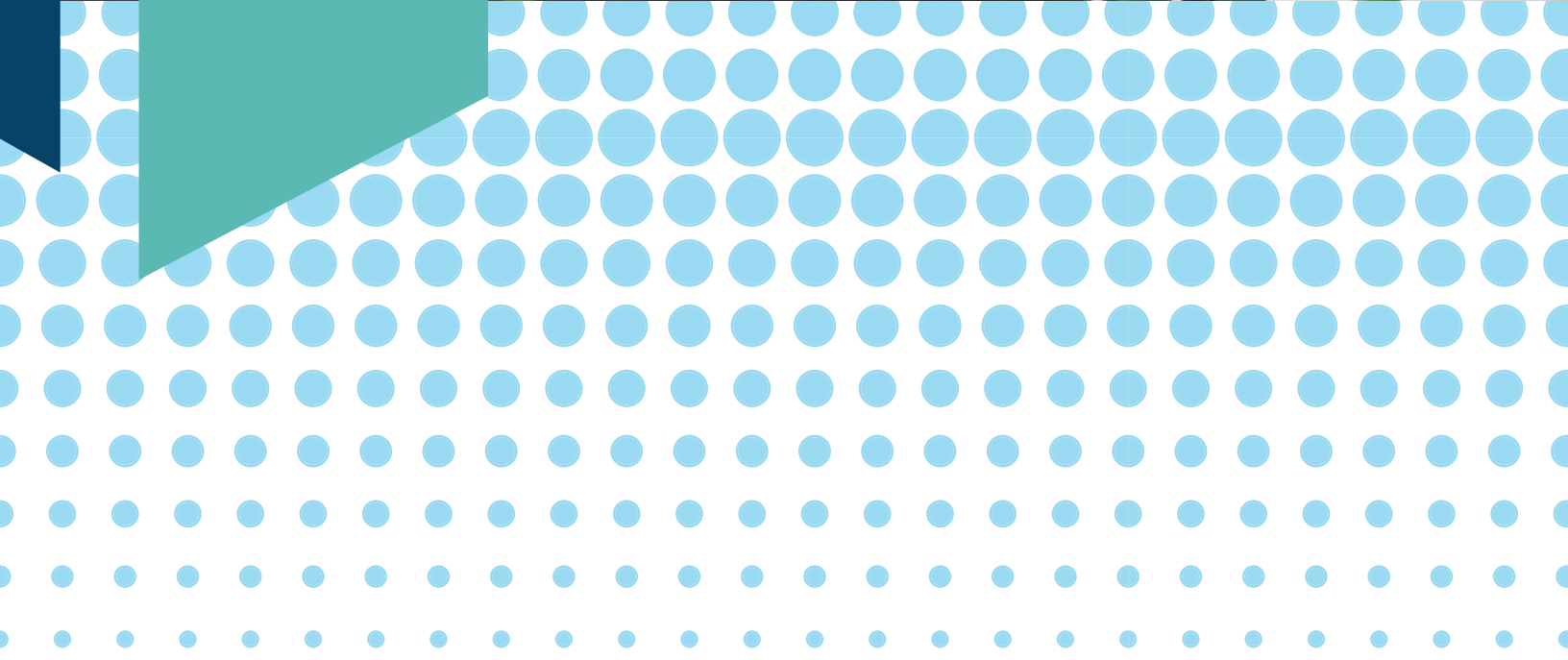
2024 Library Survey

Published Date: June 2024
Next Publication: June 2025

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*

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@hrsource.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@hrsource.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.

2024 Survey Calendar

SURVEY	OPENS	CLOSES	RESULTS	MEMBER COST		NON-MEMBER COST	
				PARTICIPANT	NON-PARTICIPANT	PARTICIPANT	NON-PARTICIPANT
2024 Illinois Non-Profit Survey	8/22/23	10/06/23	January 2024	FREE	$400	FREE	$800
2024 Park and Recreation Compensation Survey	8/22/23	10/06/23	January 2024	FREE	$400	FREE	$800
2024 Park and Recreation Supplemental Report	8/22/23	10/06/23	January 2024	$199	$400	$199	$800
2024 National Policies & Practices Survey	9/12/23	10/20/23	February 2024	FREE	$500	$500	$1000
2023 Turnover Survey	12/19/23	01/19/24	February 2024	FREE	FREE	N/A	N/A
2024 National Executive Compensation Survey	01/02/24	02/09/24	May 2024	FREE	$700	$700	$1400
2024 Metro Chicago Compensation Survey	03/05/24	04/19/24	June 2024	FREE	$900	$900	$1800
2024 Library Survey	03/05/24	04/19/24	June 2024	FREE	$400	FREE	$800
2024 Public Library Supplemental Report	03/05/24	04/19/24	July 2024	$150	$400	$150	$800
2024 Pay Projection Survey	07/23/24	08/23/24	September 2024	FREE	FREE	N/A	N/A
2025 Illinois Non-Profit Survey	08/20/24	10/04/24	January 2025	FREE	$400	FREE	$800
2025 Park and Recreation Compensation Survey	08/20/24	10/04/24	January 2025	FREE	$400	FREE	$800
2025 Park and Recreation Supplemental Report	08/20/24	10/04/24	January 2025	$199	$400	$199	$800
2024 National Business Trends Survey	09/03/24	10/04/24	November 2024	FREE	FREE	N/A	N/A
2025 National Benefits Survey	09/10/24	10/18/24	February 2025	FREE	$500	$500	$1000
24/25 National Wage and Salary Survey*	compiled	compiled	December 2024	$50*	$500	$500*	$1000

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

* with Metro Chicago Participation

Table of Contents

Introduction

The *2024 Library Survey* report has been compiled using data provided by 125 participating libraries who contributed data for 5,764 employees. This survey reports data for 64 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, 2024. Invitations to participate were sent out via email on March 5, 2024, to libraries in Illinois. Participants had the opportunity to participate online or via paper questionnaire by the extended deadline of April 28, 2024. Participants were specifically instructed to submit data from the pay period closest to March 1, 2024.

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.

2024 Changes

The following positions were added:

- 72 Program Assistant

- 73 Social Worker

This position has a new job description:
- 14 Circulation Clerk

27 Payroll Administrator and 22 Receptionist were unable to be included in this edition of the survey as we did not receive enough data points to publish this job. For a full listing of insufficient positions, see page 92.

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

Participant List

Acorn Public Library District
Addison Public Library
Algonquin Area Public Library
Alpha Park Public Library District
Antioch Public Library District
Arlington Heights Memorial Library
Aurora Public Library - Santori
Barrington Area Library
Bartlett Public Library District
Batavia Public Library
Bensenville Community Public Library
    District
Bloomingdale Public Library
Bloomington Public Library
Blue Island Public Library
Bourbonnais Public Library District
Bridgeview Public Library
Cary Area Public Library District
Chatham Area Public Library
Chicago Ridge Public Library
Cook Memorial Public Library District
Crystal Lake Public Library
Deerfield Public Library
Des Plaines Public Library
Downers Grove Public Library
Dunlap Public Library District
Effingham Public Library
Eisenhower Public Library District
Ela Area Public Library District
Elk Grove Village Public Library
Elmhurst Public Library
Evergreen Park Public Library
Forest Park Public Library
Fossil Ridge Public Library District
Fountaindale Public Library
Fox River Grove Public Library District
Frankfort Public Library District
Fremont Public Library
Gail Borden Public Library District
Galena Public Library District
Geneva Public Library District
Germantown Public Library
Glen Carbon Centennial Library

Glen Ellyn Public Library
Glencoe Public Library
Glenview Public Library
Glenwood-Lynwood Public Library
    District
Green Hills Public Library District
Gridley Public Library District
Helen Plum Library
Henderson County Public Library District
Heyworth Public Library
Highland Park Public Library
Highwood Public Library
Hillside Public Library
Hinckley Public Library District
Hudson Area Public Library District
Ida Public Library
Indian Prairie Public Library District
Indian Trails Library District
Itasca Community Library
Jacksonville Public Library
Johnsburg Public Library District
La Grange Park Public Library District
La Grange Public Library
Lake Bluff Public Library
Lake Forest Library
Lake Villa District Library
Limestone Township Library
Lincolnwood Public Library District
Lisle Library District
Manteno Public Library District
Mascoutah Public Library
Maywood Public Library District
McHenry Public Library District
Midlothian Public Library
Mississippi Valley Library District
Morton Grove Public Library
Morton Public Library District
Mount Prospect Public Library
Naperville Public Library
New Athens District Library
New Lenox Public Library District
Nippersink Public Library District
North Riverside Public Library

North Suburban Library District
Northbrook Public Library
Oak Park Public Library
Orland Park Public Library
Palos Heights Public Library
Park Forest Public Library
Park Ridge Public Library
Peoria Public Library
Peotone Public Library District
Plainfield Public Library District
Poplar Creek Public Library District
Prairie Trails Public Library District
Prospect Heights Public Library
Rolling Meadows Library
Roselle Public Library District
Round Lake Area Public Library
Schaumburg Township District Library
Skokie Public Library
Somonauk Public Library District
St. Charles Public Library
Sycamore Public Library
The Morton Arboretum
The Urbana Free Library
Three Rivers Public Library District
Tinley Park Public Library
Tolono Public Library District
Towanda District Library
Vernon Area Public Library District
Warren-Newport Public Library District
Warrenville Public Library District
Waubonsee Community College
Wauconda Area Public Library
Waukegan Public Library
West Chicago Public Library District
Westmont Public Library
Wheaton Public Library
Wilmette Public Library District
Winfield Public Library
Winnetka-Northfield Public Library District
Woodridge Public Library
Yorkville Public Library

HR Source™

Demographics
(Data effective date: 03/01/2024)

125

Total Participants

6,263

Total Employment

Library Type

%	Library Type	Count
57.6%	District	72
23.2%	Village	29
16.0%	City	20
3.2%	Other	4

Operating Budget

%	Operating Budget	Count
10.4%	Less than $499,999	13
8.0%	$500,000 to $999,999	10
19.2%	$1,000,000 to $1,999,999	24
20.0%	$2,000,000 to $3,999,999	25
24.8%	$4,000,000 to $6,999,999	31
17.6%	$7,000,000 or more	22

HR Source ™

%	Population Served	Count
12.0%	Less than 7,499	15
15.2%	7,500 to 14,999	19
28.0%	15,000 to 29,999	35
24.0%	30,000 to 49,999	30
20.8%	50,000 or more	26

Population Served

%	Standard Work Week	Count
29.6%	40 hours	37
57.6%	37.5 hours	72
4.8%	35 hours	6
8.0%	Other	10

Standard Work Week

Employees by Type	Count
Full-Time Employees	2,926
Part-Time Employees	3,337

Employees by Type

%	Employment Size	Count
13.6%	Less than 12	17
19.2%	13 to 24	24
28.8%	25 to 49	36
20.0%	50 to 79	25
18.4%	80 or more	23

Employment Size

3.5%

4.1%

4.0%
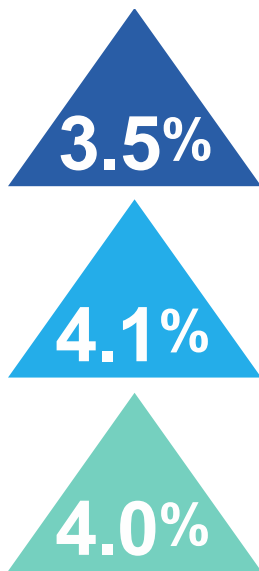
Pay Increase Projections *(projected 12 month increases)*

%	Maintenance and Service	Count
3.5%	With Zeros	113
4.2%	Without Zeros	96

%	Non-Exempt	Count
4.1%	With Zeros	122
4.1%	Without Zeros	121

%	Exempt	Count
4.0%	With Zeros	121
4.1%	Without Zeros	118

Type of Increases

%	Maintenance and Service	Count
60.2%	Merit	59
33.7%	Across-the-Board	33
43.9%	Cost of Living (COLA)	43

%	Non-Exempt	Count
56.3%	Merit	67
41.2%	Across-the-Board	49
43.7%	Cost of Living (COLA)	43

%	Exempt	Count
58.6%	Merit	68
37.1%	Across-the-Board	43
44.0%	Cost of Living (COLA)	51

HR Source™

Salary Data Summary
(Data effective date: 03/01/2024)

Job Code	Job Title	# of Orgs	# of EEs	Weighted Average
50	Acquisition Clerk	42	61	$23.11
19	Administrative Assistant (Secretary)	34	42	$24.00
18	Administrative Assistant, Executive (Secretary)	26	27	$28.26
30	Administrative Services Office Manager	5	5	$32.20
62	Adult Services Assistant Department Head	30	34	$34.73
8	Adult Services Department Head	91	94	$38.37
2	Assistant Director	52	59	$49.90
25	Bookkeeper (Accounting Clerk)	34	36	$25.40
16	Bookmobile Driver	10	24	$22.69
3	Branch Head	12	22	$39.23
23	Business Manager	54	54	$34.95
38	Cataloger	57	83	$27.58
71	Circulation Assistant Department Head	34	37	$28.58
14	Circulation Clerk	106	925	$17.50
4	Circulation Department Head	94	99	$35.92
48	Circulation Supervisor	42	95	$23.27
39	Computer Lab Assistant	27	93	$18.71
61	Digital / Virtual Services Department Head	17	17	$38.41
53	Digital/Virtual Services Assistant	11	38	$21.31
52	Digital/Virtual Services Specialist	7	8	$30.98
1	Director	122	122	$118,954
56	Early Literacy Coordinator	14	22	$30.54
29	Facility & Grounds Maintenance Manager	65	67	$37.42
66	Finance Director	21	21	$47.45
28	Graphic Designer	53	62	$28.06
67	Head of Outreach	14	15	$38.06
54	Homebound Assistant	17	24	$22.90
21	Human Resources Assistant	5	5	$28.20
69	Human Resources Generalist	14	15	$33.41
20	Human Resources Manager	25	25	$43.61
49	Information Technology (IT) Assistant	31	54	$26.11
34	Information Technology (IT) Manager	52	53	$44.43
40	Inter-Library Loan Assistant	35	45	$21.10
31	Janitor / Custodian	38	76	$18.88

Job Code	Job Title	# of Orgs	# of EEs	Weighted Average
10	Librarian	88	576	$29.21
60	Library Aide	8	18	$17.10
12	Library Assistant	99	790	$20.86
43	Library Clerk	37	160	$17.24
32	Library Monitor	27	83	$21.26
44	Maintenance Worker	61	126	$22.16
70	Makerspace / Studio Specialist	27	75	$22.47
17	Marketing & PR Specialist	36	41	$26.16
59	Marketing & Public Relations Manager	65	65	$36.87
47	Outreach Coordinator	32	40	$28.78
42	Processing Clerk	46	75	$18.33
72	Program Assistant	17	31	$19.16
46	Program Coordinator	49	71	$26.31
5	Reference Department Head	10	11	$38.18
55	School Liaison	28	31	$28.86
15	Shelver/Page	72	493	$15.28
57	Shelver/Page Supervisor	23	35	$25.54
73	Social Worker	5	6	$32.90
68	Specialty Librarian	39	145	$32.40
35	Systems Administrator	25	31	$35.79
45	Technical Services Assistant	63	108	$21.48
64	Technical Services Assistant Department Head	14	16	$33.33
6	Technical Services Department Head	67	68	$38.04
65	Technology Librarian	20	22	$31.61
51	Van Driver	5	8	$17.40
58	Volunteer Coordinator	8	9	$30.28
36	Web Content Administrator	6	6	$29.80
37	Webmaster	7	8	$36.31
63	Youth Services Assistant Department Head	31	34	$34.83
7	Youth Services Department Head	100	110	$35.66

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.

2024 Library Survey

Compensation Section

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**122**	**122**	**$118,954**	**$119,214**	**$88,784**	**$145,225**	**$63,014**	**$171,808**
Budget Category								
Less than $499,999	12	12	$56,120	$58,053	$48,182	$62,326	$46,089	$66,435
$500,000 to $999,999	9	9	$71,911	$75,000	$61,422	$76,419	***	***
$1,000,000 to $1,999,999	24	24	$94,415	$90,604	$84,575	$101,632	$77,616	$114,800
$2,000,000 to $3,999,999	24	24	$118,186	$113,473	$107,183	$128,736	$101,333	$141,867
$4,000,000 to $6,999,999	31	31	$147,483	$144,664	$137,314	$159,547	$126,346	$172,124
$7,000,000 or more	22	22	$159,880	$152,220	$143,223	$174,054	$137,786	$181,714
Population Category								
Less than 7,499	15	15	$65,677	$58,510	$50,000	$76,419	$46,089	$105,000
7,500 to 14,999	19	19	$94,135	$87,780	$75,000	$113,067	$61,422	$125,333
15,000 to 29,999	34	34	$116,123	$113,527	$90,039	$138,674	$82,670	$158,933
30,000 to 49,999	30	30	$134,605	$137,758	$113,879	$145,600	$101,326	$174,450
50,000 or more	24	24	$156,346	$152,220	$140,325	$172,638	$124,500	$181,334
Employment Size Category								
Less than 12	16	16	$58,741	$59,571	$53,080	$62,326	$46,089	$75,000
13 to 24	23	23	$92,559	$88,784	$77,616	$105,000	$76,310	$114,800
25 to 49	35	35	$115,710	$113,067	$97,846	$133,900	$90,039	$141,867
50 to 79	25	25	$147,103	$144,664	$137,600	$156,800	$120,744	$175,478
80 or more	23	23	$161,576	$160,160	$144,664	$174,054	$138,674	$181,334

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.)

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**52**	**59**	**$49.90**	**$50.27**	**$44.24**	**$56.41**	**$35.90**	**$61.31**
Budget Category								
$1,000,000 to $1,999,999	5	5	$30.53	$30.64	$24.76	$32.40	***	***
$2,000,000 to $3,999,999	10	11	$41.61	$41.15	$38.86	$44.24	$35.90	$48.04
$4,000,000 to $6,999,999	17	20	$51.49	$52.10	$47.00	$55.91	$45.60	$57.36
$7,000,000 or more	20	23	$56.70	$56.41	$50.48	$61.00	$45.11	$63.89
Population Category								
15,000 to 29,999	7	8	$44.16	$40.76	$39.61	$52.88	***	***
30,000 to 49,999	22	25	$48.47	$48.72	$44.24	$56.33	$35.90	$57.70
50,000 or more	20	23	$55.71	$54.67	$47.02	$61.00	$45.11	$63.89
Employment Size Category								
25 to 49	12	13	$41.86	$41.15	$40.36	$44.24	$35.90	$48.04
50 to 79	16	19	$51.96	$52.16	$47.02	$56.16	$45.50	$58.16
80 or more	20	23	$56.55	$56.41	$50.48	$61.00	$45.11	$63.89

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**12**	**22**	**$39.23**	**$38.97**	**$35.22**	**$44.03**	**$33.37**	**$44.94**
Budget Category								
$7,000,000 or more	7	14	$38.40	$37.78	$34.27	$44.33	***	***
Population Category								
50,000 or more	9	16	$39.44	$40.84	$34.48	$44.34	***	***
Employment Size Category								
80 or more	7	14	$38.40	$37.78	$34.27	$44.33	***	***

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.

| | No. of Libraries | No. of EEs | Average | Median | Percentiles | | | |
					25th	75th	10th	90th
All Libraries Combined	**25**	**25**	**$43.61**	**$43.49**	**$38.00**	**$48.56**	**$35.34**	**$54.00**
Budget Category								
$4,000,000 to $6,999,999	7	7	$40.20	$38.59	$37.44	$45.09	***	***
$7,000,000 or more	15	15	$47.06	$45.13	$42.00	$53.07	$38.00	$55.26
Population Category								
30,000 to 49,999	5	5	$44.08	$41.46	$38.00	$51.28	***	***
50,000 or more	15	15	$45.44	$44.85	$39.52	$53.07	$36.75	$55.26
Employment Size Category								
50 to 79	5	5	$41.71	$37.62	$37.44	$45.09	***	***
80 or more	17	17	$45.81	$44.85	$41.46	$51.28	$38.00	$55.26

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	14	15	$33.41	$33.53	$30.20	$36.92	$28.66	$37.95
Budget Category								
$7,000,000 or more	8	9	$33.63	$33.53	$30.20	$36.92	***	***
Population Category								
30,000 to 49,999	6	6	$32.95	$33.04	$30.78	$36.35	***	***
50,000 or more	7	8	$33.65	$32.80	$30.02	$37.44	***	***
Employment Size Category								
80 or more	7	7	$32.11	$31.50	$29.84	$34.09	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	5	5	$28.20	$28.54	$26.25	$29.05	***	***

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.*

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**5**	**5**	**$32.20**	**$32.83**	**$31.62**	**$35.63**	*******	*******

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**21**	**21**	**$47.45**	**$45.97**	**$42.33**	**$51.11**	**$41.07**	**$56.72**
Budget Category								
$4,000,000 to $6,999,999	6	6	$43.68	$44.15	$36.26	$44.76	***	***
$7,000,000 or more	15	15	$48.96	$47.96	$42.33	$55.33	$41.31	$58.54
Population Category								
50,000 or more	14	14	$47.16	$45.37	$42.33	$51.11	$41.07	$56.02
Employment Size Category								
50 to 79	6	6	$43.36	$43.20	$36.26	$44.76	***	***
80 or more	14	14	$49.44	$48.81	$42.67	$55.33	$41.31	$58.54

HR Source

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**54**	**54**	**$34.95**	**$34.30**	**$30.45**	**$38.87**	**$26.67**	**$44.59**
Budget Category								
$1,000,000 to $1,999,999	12	12	$30.12	$29.21	$27.22	$34.02	$26.71	$36.50
$2,000,000 to $3,999,999	16	16	$33.30	$32.86	$30.66	$36.53	$25.36	$42.56
$4,000,000 to $6,999,999	19	19	$38.96	$35.90	$34.07	$44.29	$30.33	$51.30
$7,000,000 or more	7	7	$36.14	$36.94	$26.67	$41.98	***	***
Population Category								
7,500 to 14,999	7	7	$35.29	$35.00	$32.56	$38.06	***	***
15,000 to 29,999	19	19	$31.89	$30.87	$27.16	$35.60	$25.36	$44.29
30,000 to 49,999	17	17	$37.10	$35.00	$30.83	$41.98	$29.00	$51.30
50,000 or more	10	10	$36.69	$35.75	$32.31	$41.49	$24.84	$50.10
Employment Size Category								
13 to 24	8	8	$32.07	$31.70	$29.15	$36.05	***	***
25 to 49	24	24	$32.81	$32.63	$27.57	$36.53	$25.36	$42.56
50 to 79	15	15	$38.97	$35.90	$34.07	$43.31	$30.33	$51.30
80 or more	7	7	$37.00	$36.94	$26.67	$48.00	***	***

HR Source

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**34**	**36**	**$25.40**	**$26.11**	**$21.87**	**$28.59**	**$18.23**	**$31.70**
Budget Category								
$2,000,000 to $3,999,999	5	5	$23.73	$21.98	$21.83	$25.37	***	***
$4,000,000 to $6,999,999	11	12	$26.11	$26.11	$24.13	$28.30	$23.69	$28.93
$7,000,000 or more	9	10	$29.04	$28.58	$27.97	$29.56	***	***
Population Category								
15,000 to 29,999	6	6	$25.51	$25.13	$21.83	$31.06	***	***
30,000 to 49,999	8	9	$26.77	$26.86	$25.37	$28.36	***	***
50,000 or more	12	13	$27.48	$27.97	$26.00	$28.93	$23.69	$29.56
Employment Size Category								
13 to 24	6	6	$21.49	$20.62	$18.23	$22.00	***	***
25 to 49	6	6	$23.72	$22.84	$21.83	$25.37	***	***
50 to 79	10	11	$26.34	$26.28	$24.34	$28.36	$23.92	$28.93
80 or more	9	10	$29.04	$28.58	$27.97	$29.56	***	***

HR Source

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**26**	**27**	**$28.26**	**$28.33**	**$25.00**	**$31.10**	**$20.00**	**$35.75**
Budget Category								
$4,000,000 to $6,999,999	6	6	$29.66	$29.82	$26.46	$31.10	***	***
$7,000,000 or more	13	14	$29.69	$28.60	$26.27	$34.32	$24.96	$37.54
Population Category								
15,000 to 29,999	5	5	$24.91	$25.00	$20.00	$28.08	***	***
30,000 to 49,999	7	7	$31.01	$30.00	$28.33	$34.32	***	***
50,000 or more	12	13	$29.34	$28.86	$26.27	$30.47	$24.96	$37.54
Employment Size Category								
50 to 79	6	6	$29.87	$29.82	$27.74	$31.10	***	***
80 or more	13	14	$29.60	$28.60	$26.27	$34.32	$24.96	$37.54

HR Source™

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**34**	**42**	**$24.00**	**$23.74**	**$21.45**	**$25.47**	**$19.74**	**$29.49**
Budget Category								
$2,000,000 to $3,999,999	7	7	$23.38	$23.00	$20.24	$26.25	***	***
$4,000,000 to $6,999,999	16	19	$24.22	$23.53	$21.95	$25.47	$19.93	$32.42
$7,000,000 or more	9	14	$24.81	$24.22	$23.23	$25.87	***	***
Population Category								
15,000 to 29,999	10	10	$24.04	$23.85	$19.60	$27.61	$17.09	$32.41
30,000 to 49,999	12	15	$23.79	$23.47	$21.95	$24.35	$20.00	$29.49
50,000 or more	10	15	$24.40	$24.04	$22.07	$25.87	$20.00	$28.68
Employment Size Category								
25 to 49	9	9	$22.44	$23.00	$20.24	$25.21	***	***
50 to 79	13	16	$24.35	$23.50	$21.98	$25.25	$20.00	$32.42
80 or more	9	14	$24.91	$24.22	$23.23	$25.87	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**65**	**65**	**$36.87**	**$36.92**	**$31.10**	**$42.56**	**$27.04**	**$48.09**
Budget Category								
$2,000,000 to $3,999,999	16	16	$33.03	$31.72	$28.16	$36.94	$26.42	$43.58
$4,000,000 to $6,999,999	23	23	$36.02	$34.64	$32.26	$40.59	$29.74	$42.56
$7,000,000 or more	20	20	$44.42	$45.21	$40.48	$48.39	$37.39	$50.22
Population Category								
7,500 to 14,999	5	5	$29.81	$31.10	$27.04	$32.33	***	***
15,000 to 29,999	18	18	$33.01	$33.29	$29.08	$36.67	$26.42	$40.59
30,000 to 49,999	19	19	$39.04	$40.88	$32.52	$44.18	$31.04	$48.69
50,000 or more	21	21	$40.99	$41.66	$36.92	$47.08	$29.74	$50.26
Employment Size Category								
13 to 24	6	6	$24.97	$26.10	$19.83	$27.04	***	***
25 to 49	18	18	$33.33	$32.38	$29.74	$37.20	$27.18	$43.58
50 to 79	20	20	$35.38	$34.57	$32.39	$37.86	$29.62	$42.91
80 or more	21	21	$44.73	$46.14	$40.88	$48.69	$39.97	$50.26

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**36**	**41**	**$26.16**	**$25.32**	**$22.50**	**$28.77**	**$20.60**	**$33.75**
Budget Category								
$2,000,000 to $3,999,999	8	9	$23.28	$23.14	$21.42	$24.90	***	***
$4,000,000 to $6,999,999	15	17	$26.68	$26.67	$22.74	$30.30	$20.60	$33.75
$7,000,000 or more	11	13	$28.15	$25.32	$23.65	$31.67	$22.00	$39.04
Population Category								
15,000 to 29,999	8	9	$25.79	$26.13	$22.00	$27.56	***	***
30,000 to 49,999	16	18	$25.70	$25.41	$22.66	$27.69	$20.60	$31.67
50,000 or more	10	12	$27.86	$24.38	$22.37	$33.16	$21.67	$39.04
Employment Size Category								
25 to 49	11	13	$24.24	$23.14	$21.42	$26.13	$20.10	$30.95
50 to 79	13	14	$27.38	$26.67	$24.35	$28.77	$22.66	$34.01
80 or more	10	12	$27.55	$25.04	$23.08	$30.99	$22.00	$34.65

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**53**	**62**	**$28.06**	**$27.79**	**$24.22**	**$32.00**	**$22.05**	**$33.96**
Budget Category								
$2,000,000 to $3,999,999	8	9	$26.05	$26.34	$23.36	$27.82	***	***
$4,000,000 to $6,999,999	21	23	$26.64	$26.18	$23.77	$30.33	$19.95	$32.53
$7,000,000 or more	21	27	$30.58	$30.29	$25.94	$33.46	$23.06	$34.96
Population Category								
15,000 to 29,999	12	14	$26.40	$26.24	$24.50	$29.26	$23.05	$31.52
30,000 to 49,999	17	19	$27.76	$28.43	$23.25	$32.00	$19.95	$32.93
50,000 or more	21	26	$29.67	$29.19	$24.32	$33.46	$22.79	$34.96
Employment Size Category								
25 to 49	11	12	$25.72	$25.42	$23.39	$27.08	$23.25	$29.26
50 to 79	17	20	$28.16	$27.34	$24.00	$32.27	$19.49	$33.99
80 or more	22	27	$29.60	$29.25	$25.66	$32.93	$23.06	$34.11

HR Source™

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**14**	**15**	**$38.06**	**$37.36**	**$31.99**	**$44.11**	**$29.99**	**$46.95**
Budget Category								
$7,000,000 or more	10	11	$40.18	$39.38	$35.43	$46.53	$30.78	$46.95
Population Category								
50,000 or more	11	12	$39.69	$39.04	$34.84	$45.32	$30.78	$46.95
Employment Size Category								
80 or more	9	10	$39.00	$39.04	$35.43	$44.11	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**32**	**40**	**$28.78**	**$27.41**	**$24.35**	**$32.07**	**$21.81**	**$38.62**
Budget Category								
$2,000,000 to $3,999,999	7	8	$26.49	$25.64	$24.64	$27.85	***	***
$4,000,000 to $6,999,999	7	7	$29.34	$28.21	$24.10	$32.83	***	***
$7,000,000 or more	12	19	$31.62	$28.80	$26.90	$32.96	$24.32	$46.53
Population Category								
15,000 to 29,999	9	9	$25.61	$24.39	$21.94	$29.27	***	***
30,000 to 49,999	9	11	$29.53	$28.21	$25.73	$32.83	***	***
50,000 or more	10	16	$31.92	$29.35	$26.84	$33.37	$24.32	$46.53
Employment Size Category								
13 to 24	5	5	$24.28	$22.14	$22.00	$26.42	***	***
25 to 49	7	8	$25.93	$25.20	$24.07	$27.53	***	***
50 to 79	8	8	$31.35	$29.47	$24.24	$38.14	***	***
80 or more	11	18	$30.86	$28.68	$26.90	$32.95	$24.32	$46.53

HR Source

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**49**	**71**	**$26.31**	**$27.00**	**$23.08**	**$29.60**	**$18.50**	**$31.83**
Budget Category								
$1,000,000 to $1,999,999	5	7	$20.96	$20.34	$17.00	$23.80	***	***
$2,000,000 to $3,999,999	7	10	$24.36	$24.50	$23.08	$25.91	***	***
$4,000,000 to $6,999,999	15	21	$27.65	$27.46	$25.47	$29.37	$20.23	$33.08
$7,000,000 or more	16	26	$29.74	$29.74	$27.82	$31.61	$25.18	$32.25
Population Category								
7,500 to 14,999	6	8	$20.76	$20.17	$18.00	$23.81	***	***
15,000 to 29,999	8	10	$24.08	$24.86	$20.93	$27.37	***	***
30,000 to 49,999	14	22	$27.69	$28.68	$24.74	$31.09	$20.23	$32.99
50,000 or more	18	27	$29.01	$29.08	$25.68	$31.03	$24.44	$32.00
Employment Size Category								
13 to 24	6	8	$19.97	$18.88	$17.00	$22.30	***	***
25 to 49	9	13	$24.71	$24.74	$23.37	$25.91	***	***
50 to 79	14	20	$28.92	$28.79	$25.56	$31.06	$20.13	$38.74
80 or more	16	25	$28.83	$29.16	$27.46	$31.41	$25.18	$32.00

HR Source

72 PROGRAM ASSISTANT: OUTREACH / PROGRAM

Responsible for providing assistance with library programs and events including but not limited to registration, patron check-in, and other public-facing responsibilities. Duties may include contacting program registrants with reminders and wait list notifications, working with volunteers, monitoring and maintaining program supplies, and setup/operation of AV equipment.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**17**	**31**	**$19.16**	**$18.38**	**$15.50**	**$21.50**	**$15.00**	**$24.71**
Budget Category								
$4,000,000 to $6,999,999	5	11	$20.90	$20.18	$19.93	$22.48	***	***
$7,000,000 or more	5	7	$22.39	$21.50	$18.38	$24.71	***	***
Population Category								
30,000 to 49,999	5	12	$20.69	$20.47	$19.97	$21.75	***	***
50,000 or more	5	6	$23.06	$23.30	$17.48	$26.40	***	***
Employment Size Category								
50 to 79	5	11	$20.90	$20.18	$19.93	$22.48	***	***
80 or more	5	7	$22.39	$21.50	$18.38	$24.71	***	***

56 EARLY LITERACY PROGRAM 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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**14**	**22**	**$30.54**	**$30.77**	**$26.44**	**$34.58**	**$21.32**	**$36.11**
Budget Category								
$4,000,000 to $6,999,999	5	5	$32.91	$34.58	$30.81	$34.78	***	***
$7,000,000 or more	8	16	$29.91	$30.11	$24.30	$32.70	***	***
Population Category								
50,000 or more	7	15	$29.97	$30.72	$22.63	$33.47	***	***
Employment Size Category								
80 or more	9	17	$30.34	$30.81	$25.96	$33.47	***	***

HR Source™

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**28**	**31**	**$28.86**	**$29.03**	**$25.96**	**$32.78**	**$22.85**	**$34.78**
Budget Category								
$2,000,000 to $3,999,999	5	5	$28.44	$27.41	$26.88	$31.36	***	***
$4,000,000 to $6,999,999	8	8	$31.33	$31.60	$29.41	$33.96	***	***
$7,000,000 or more	14	17	$28.40	$28.84	$25.96	$30.50	$22.85	$34.78
Population Category								
15,000 to 29,999	5	5	$29.16	$30.42	$27.41	$31.36	***	***
30,000 to 49,999	12	13	$28.98	$28.84	$26.88	$31.81	$25.42	$34.59
50,000 or more	11	13	$28.62	$29.03	$24.69	$32.78	$22.85	$34.78
Employment Size Category								
25 to 49	5	5	$28.44	$27.41	$26.88	$31.36	***	***
50 to 79	8	8	$30.91	$30.08	$29.26	$33.96	***	***
80 or more	14	17	$28.60	$28.84	$25.96	$31.81	$22.85	$34.78

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**8**	**9**	**$30.28**	**$28.96**	**$25.00**	**$35.12**	***	***
Budget Category								
$7,000,000 or more	5	5	$31.60	$31.22	$28.96	$35.12	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**17**	**24**	**$22.90**	**$23.17**	**$20.80**	**$25.52**	**$15.50**	**$27.00**
Budget Category								
$7,000,000 or more	11	16	$24.52	$24.67	$22.12	$26.18	$20.72	$28.42
Population Category								
50,000 or more	10	15	$22.73	$23.00	$20.72	$25.96	$16.22	$27.00
Employment Size Category								
80 or more	10	15	$24.48	$24.14	$21.51	$26.40	$20.72	$28.42

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**10**	**24**	**$22.69**	**$21.24**	**$20.08**	**$23.95**	**$19.11**	**$29.23**
Budget Category								
$7,000,000 or more	6	17	$24.11	$22.22	$20.97	$27.83	***	***
Population Category								
50,000 or more	8	22	$23.23	$21.66	$20.44	$24.89	***	***
Employment Size Category								
80 or more	5	13	$23.58	$22.22	$21.00	$24.89	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**10**	**11**	**$38.18**	**$36.51**	**$32.86**	**$46.71**	**$25.00**	**$48.20**
Population Category								
50,000 or more	5	6	$41.33	$40.66	$34.87	$46.71	***	***
Employment Size Category								
50 to 79	5	6	$40.21	$38.86	$34.87	$46.71	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**91**	**94**	**$38.37**	**$39.32**	**$32.43**	**$44.46**	**$26.82**	**$49.75**
Budget Category								
$1,000,000 to $1,999,999	19	19	$30.09	$30.19	$26.78	$32.83	$23.00	$39.49
$2,000,000 to $3,999,999	21	21	$36.03	$35.88	$32.83	$39.14	$30.65	$41.82
$4,000,000 to $6,999,999	24	24	$42.04	$41.18	$38.97	$45.63	$34.87	$49.67
$7,000,000 or more	22	25	$46.19	$46.49	$42.96	$50.90	$39.90	$53.20
Population Category								
Less than 7,499	5	5	$25.03	$26.82	$21.00	$27.24	***	***
7,500 to 14,999	12	12	$33.67	$33.45	$30.97	$38.24	$24.46	$39.49
15,000 to 29,999	28	28	$35.26	$36.27	$28.78	$41.45	$24.15	$43.95
30,000 to 49,999	23	24	$40.54	$41.58	$34.49	$44.54	$31.79	$49.67
50,000 or more	23	25	$44.68	$45.53	$40.36	$50.90	$34.87	$53.20
Employment Size Category								
13 to 24	15	15	$31.44	$30.19	$26.78	$39.14	$24.15	$41.82
25 to 49	31	31	$34.79	$33.55	$30.65	$38.46	$28.26	$42.12
50 to 79	19	19	$42.07	$41.88	$38.93	$44.46	$33.37	$51.48
80 or more	23	26	$45.91	$46.01	$42.29	$50.90	$39.90	$53.20

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. Typically requires master's level degree in library science.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**30**	**34**	**$34.73**	**$33.96**	**$31.75**	**$37.44**	**$29.70**	**$41.03**
Budget Category								
$4,000,000 to $6,999,999	12	12	$34.43	$33.72	$32.10	$34.94	$31.43	$39.06
$7,000,000 or more	13	16	$36.95	$35.86	$33.80	$39.80	$32.64	$41.66
Population Category								
15,000 to 29,999	8	9	$31.77	$31.43	$30.00	$35.29	***	***
30,000 to 49,999	10	12	$35.59	$33.96	$32.02	$39.80	$29.70	$41.03
50,000 or more	12	13	$35.98	$34.72	$33.72	$37.29	$32.92	$41.66
Employment Size Category								
25 to 49	6	7	$29.98	$30.00	$27.70	$33.47	***	***
50 to 79	9	9	$33.47	$33.95	$31.75	$34.50	***	***
80 or more	15	18	$37.20	$36.05	$33.72	$40.11	$32.64	$44.04

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**100**	**110**	**$35.66**	**$35.80**	**$28.85**	**$40.88**	**$22.69**	**$46.27**
Budget Category								
$500,000 to $999,999	7	7	$22.00	$22.26	$19.65	$23.11	***	***
$1,000,000 to $1,999,999	20	22	$28.10	$27.23	$24.07	$33.33	$20.75	$36.30
$2,000,000 to $3,999,999	22	24	$35.55	$35.20	$33.41	$37.41	$29.82	$41.03
$4,000,000 to $6,999,999	27	28	$40.88	$40.02	$36.05	$43.47	$33.07	$55.63
$7,000,000 or more	21	26	$41.74	$41.21	$37.33	$47.17	$31.65	$53.64
Population Category								
Less than 7,499	7	7	$24.81	$22.26	$21.63	$30.19	***	***
7,500 to 14,999	13	15	$30.28	$32.95	$22.98	$35.54	$20.73	$38.92
15,000 to 29,999	31	33	$33.75	$33.33	$26.67	$39.06	$23.11	$41.82
30,000 to 49,999	26	27	$37.64	$36.40	$34.86	$41.02	$29.82	$44.38
50,000 or more	23	28	$41.60	$40.41	$36.05	$46.27	$32.23	$53.64
Employment Size Category								
Less than 12	6	6	$21.68	$21.66	$21.00	$22.98	***	***
13 to 24	18	20	$28.00	$25.75	$23.17	$34.03	$20.37	$37.78
25 to 49	33	35	$33.82	$34.62	$29.82	$36.86	$26.67	$40.39
50 to 79	21	23	$41.93	$40.50	$36.26	$46.08	$35.22	$55.63
80 or more	22	26	$41.71	$41.21	$37.33	$45.89	$31.65	$53.64

HR Source

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. Typically requires master's level degree in library science.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined	**31**	**34**	**$34.83**	**$35.04**	**$31.36**	**$38.59**	**$29.90**	**$40.50**
Budget Category								
$4,000,000 to $6,999,999	12	12	$34.85	$35.64	$30.75	$38.25	$30.00	$38.63
$7,000,000 or more	16	19	$36.21	$35.25	$33.78	$40.21	$30.10	$41.71
Population Category								
15,000 to 29,999	5	5	$31.03	$31.36	$30.00	$37.13	***	***
30,000 to 49,999	11	11	$34.84	$34.15	$30.50	$39.49	$30.10	$40.60
50,000 or more	14	17	$36.33	$36.05	$34.01	$38.63	$31.51	$40.50
Employment Size Category								
50 to 79	12	12	$34.27	$34.51	$30.75	$37.27	$30.00	$38.12
80 or more	16	19	$36.58	$37.68	$33.78	$40.21	$30.10	$41.71

HR Source

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. Typically requires master's level degree in library science.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**88**	**576**	**$29.21**	**$28.72**	**$26.00**	**$31.88**	**$23.51**	**$35.74**
Budget Category								
$1,000,000 to $1,999,999	12	29	$23.24	$23.37	$22.00	$26.24	$17.50	$26.36
$2,000,000 to $3,999,999	22	116	$28.16	$26.79	$24.52	$29.98	$22.00	$34.28
$4,000,000 to $6,999,999	28	198	$29.51	$29.21	$27.00	$31.18	$25.17	$34.09
$7,000,000 or more	21	221	$30.82	$30.30	$27.34	$33.83	$24.87	$37.41
Population Category								
7,500 to 14,999	11	44	$25.62	$25.75	$23.70	$27.91	$22.00	$29.94
15,000 to 29,999	26	133	$27.77	$28.25	$25.20	$30.79	$20.50	$33.78
30,000 to 49,999	23	168	$29.58	$28.72	$26.58	$31.96	$24.15	$36.69
50,000 or more	25	220	$30.96	$30.12	$27.33	$33.55	$25.15	$37.33
Employment Size Category								
13 to 24	11	28	$23.68	$23.98	$21.56	$26.27	$17.50	$27.54
25 to 49	30	150	$27.89	$26.90	$24.50	$30.14	$22.01	$33.67
50 to 79	22	154	$29.61	$29.20	$27.00	$31.45	$25.38	$34.09
80 or more	22	236	$30.76	$30.20	$27.32	$33.71	$24.87	$37.41

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. Typically 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.)*

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**39**	**145**	**$32.40**	**$31.43**	**$28.97**	**$35.15**	**$27.38**	**$38.92**
Budget Category								
$2,000,000 to $3,999,999	8	12	$29.29	$28.52	$27.79	$31.20	***	***
$4,000,000 to $6,999,999	14	44	$32.24	$31.45	$29.22	$35.63	$27.20	$36.22
$7,000,000 or more	15	87	$33.24	$32.00	$29.75	$35.62	$27.61	$39.98
Population Category								
15,000 to 29,999	8	23	$31.66	$30.93	$29.28	$31.97	***	***
30,000 to 49,999	12	46	$31.96	$31.75	$28.80	$35.63	$27.10	$36.22
50,000 or more	17	74	$33.19	$31.58	$29.32	$35.61	$27.44	$39.98
Employment Size Category								
25 to 49	10	14	$30.39	$28.32	$27.38	$30.93	$25.86	$35.15
50 to 79	12	41	$32.38	$31.46	$29.57	$35.69	$27.87	$36.22
80 or more	14	87	$33.07	$31.67	$29.75	$35.61	$27.61	$39.50

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. Typically requires master's level degree in library science.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**20**	**22**	**$31.61**	**$30.75**	**$28.72**	**$33.48**	**$25.66**	**$39.50**
Budget Category								
$4,000,000 to $6,999,999	6	6	$32.88	$31.90	$29.71	$35.27	***	***
$7,000,000 or more	8	10	$32.86	$31.70	$28.72	$39.34	***	***
Population Category								
30,000 to 49,999	6	7	$31.17	$31.19	$28.72	$33.48	***	***
50,000 or more	7	8	$35.06	$35.78	$30.15	$40.36	***	***
Employment Size Category								
80 or more	9	11	$33.62	$32.21	$28.72	$39.50	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**27**	**75**	**$22.47**	**$21.50**	**$20.47**	**$24.12**	**$18.74**	**$28.72**
Budget Category								
$4,000,000 to $6,999,999	11	26	$21.66	$20.92	$20.33	$22.88	$18.00	$25.67
$7,000,000 or more	12	45	$23.20	$22.71	$20.59	$25.69	$19.90	$28.72
Population Category								
15,000 to 29,999	7	13	$21.04	$21.00	$20.47	$22.06	***	***
30,000 to 49,999	10	31	$22.99	$21.18	$20.18	$26.56	$19.20	$28.72
50,000 or more	9	30	$22.79	$22.43	$20.96	$24.12	***	***
Employment Size Category								
25 to 49	5	9	$20.55	$21.05	$20.47	$22.06	***	***
50 to 79	9	26	$22.26	$21.17	$20.56	$22.88	***	***
80 or more	12	39	$23.23	$22.71	$20.29	$25.73	$19.20	$28.72

HR Source™

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 bachelor's level degree or LTA certificate.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**99**	**790**	**$20.86**	**$20.59**	**$18.34**	**$22.89**	**$16.00**	**$25.84**
Budget Category								
$1,000,000 to $1,999,999	18	82	$16.43	$16.27	$15.50	$17.66	$14.00	$18.27
$2,000,000 to $3,999,999	25	121	$19.87	$19.58	$17.50	$21.01	$16.00	$23.93
$4,000,000 to $6,999,999	29	248	$21.39	$21.06	$18.88	$23.28	$16.95	$26.03
$7,000,000 or more	20	321	$22.21	$21.74	$19.92	$23.58	$18.67	$26.98
Population Category								
Less than 7,499	6	16	$17.10	$17.37	$15.72	$18.27	***	***
7,500 to 14,999	13	41	$17.81	$17.57	$16.07	$19.36	$15.00	$21.01
15,000 to 29,999	29	166	$19.05	$18.04	$15.75	$21.00	$15.00	$24.02
30,000 to 49,999	27	207	$21.43	$20.81	$18.96	$23.28	$17.50	$26.04
50,000 or more	24	360	$21.89	$21.55	$19.33	$23.42	$18.50	$26.50
Employment Size Category								
Less than 12	5	10	$16.64	$16.25	$15.00	$17.25	***	***
13 to 24	15	65	$17.24	$16.07	$15.00	$18.00	$14.00	$20.00
25 to 49	35	184	$19.07	$18.50	$16.55	$20.56	$15.64	$22.95
50 to 79	23	214	$22.13	$21.80	$19.94	$24.20	$17.71	$26.22
80 or more	21	317	$21.92	$21.32	$19.50	$23.14	$18.60	$26.93

HR Source

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**37**	**160**	**$17.24**	**$15.84**	**$15.00**	**$19.00**	**$14.00**	**$22.29**
Budget Category								
$1,000,000 to $1,999,999	9	41	$15.06	$15.00	$14.00	$15.45	***	***
$4,000,000 to $6,999,999	10	38	$16.79	$15.70	$15.30	$17.34	$15.00	$20.73
$7,000,000 or more	7	54	$19.57	$19.00	$17.00	$21.90	***	***
Population Category								
Less than 7,499	5	14	$14.74	$14.02	$14.00	$14.50	***	***
15,000 to 29,999	11	34	$16.55	$15.45	$15.00	$17.03	$14.00	$19.72
30,000 to 49,999	7	35	$15.67	$15.30	$14.50	$15.69	***	***
50,000 or more	10	68	$19.00	$18.52	$16.21	$21.69	$15.00	$23.70
Employment Size Category								
Less than 12	5	13	$14.25	$14.02	$14.00	$14.30	***	***
13 to 24	10	46	$16.08	$15.05	$14.50	$16.49	$14.00	$18.72
25 to 49	7	13	$16.30	$16.04	$14.76	$17.59	***	***
50 to 79	8	42	$17.65	$15.95	$15.30	$19.25	***	***
80 or more	7	46	$19.15	$18.00	$16.22	$21.85	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	8	18	$17.10	$16.09	$15.00	$18.03	***	***

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**94**	**99**	**$35.92**	**$36.29**	**$28.90**	**$42.67**	**$24.50**	**$48.09**
Budget Category								
$1,000,000 to $1,999,999	19	20	$26.57	$27.44	$23.69	$29.19	$19.38	$32.37
$2,000,000 to $3,999,999	20	20	$34.58	$33.61	$30.30	$38.67	$28.10	$42.39
$4,000,000 to $6,999,999	28	28	$39.49	$38.75	$35.86	$43.25	$33.33	$49.38
$7,000,000 or more	22	26	$43.11	$43.22	$37.05	$48.09	$32.78	$52.93
Population Category								
7,500 to 14,999	13	13	$27.55	$27.60	$22.87	$29.96	$20.25	$32.95
15,000 to 29,999	29	29	$34.17	$33.74	$27.45	$39.41	$24.50	$46.65
30,000 to 49,999	27	29	$38.19	$37.25	$32.69	$43.09	$27.08	$51.52
50,000 or more	23	26	$40.64	$40.25	$36.56	$45.68	$30.86	$50.20
Employment Size Category								
13 to 24	15	16	$26.58	$27.53	$21.56	$28.73	$19.00	$32.95
25 to 49	31	31	$33.34	$32.69	$29.57	$37.28	$26.63	$41.69
50 to 79	22	22	$40.75	$40.63	$36.95	$44.21	$35.80	$49.38
80 or more	23	27	$42.30	$42.67	$36.98	$47.15	$32.78	$52.18

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**34**	**37**	**$28.58**	**$28.08**	**$24.99**	**$31.72**	**$22.71**	**$35.21**
Budget Category								
$4,000,000 to $6,999,999	16	16	$27.24	$27.07	$24.35	$29.79	$22.71	$32.16
$7,000,000 or more	13	16	$31.68	$31.60	$29.11	$35.00	$27.00	$35.86
Population Category								
15,000 to 29,999	9	9	$25.19	$24.99	$24.07	$27.50	***	***
30,000 to 49,999	11	11	$31.08	$31.72	$27.13	$35.86	$24.00	$36.34
50,000 or more	13	16	$29.30	$30.13	$26.89	$31.82	$23.22	$35.04
Employment Size Category								
25 to 49	7	7	$22.67	$23.81	$19.92	$24.07	***	***
50 to 79	12	12	$27.93	$27.59	$25.89	$29.79	$23.22	$31.13
80 or more	15	18	$31.32	$31.60	$28.08	$34.96	$25.50	$35.86

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**42**	**95**	**$23.27**	**$23.25**	**$20.01**	**$25.36**	**$19.00**	**$28.38**
Budget Category								
$2,000,000 to $3,999,999	9	16	$21.64	$20.73	$19.67	$24.20	***	***
$4,000,000 to $6,999,999	11	21	$22.72	$23.25	$20.51	$23.83	$19.95	$25.36
$7,000,000 or more	14	49	$24.81	$24.25	$21.30	$27.78	$19.27	$29.50
Population Category								
7,500 to 14,999	5	5	$20.63	$20.09	$17.85	$24.16	***	***
15,000 to 29,999	11	19	$21.92	$23.00	$19.67	$24.14	$17.27	$24.31
30,000 to 49,999	10	22	$23.05	$22.35	$19.95	$26.03	$19.86	$27.76
50,000 or more	14	46	$24.53	$23.76	$21.22	$27.73	$19.27	$29.50
Employment Size Category								
13 to 24	5	6	$19.71	$18.97	$17.39	$20.63	***	***
25 to 49	10	17	$21.48	$20.09	$19.67	$24.16	$18.64	$24.31
50 to 79	10	20	$23.98	$23.38	$20.26	$24.13	$19.95	$31.32
80 or more	15	50	$24.27	$24.06	$21.30	$26.86	$19.49	$28.50

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**23**	**35**	**$25.54**	**$24.38**	**$19.99**	**$28.90**	**$17.25**	**$34.87**
Budget Category								
$4,000,000 to $6,999,999	11	12	$25.41	$23.50	$20.29	$32.52	$17.48	$35.06
$7,000,000 or more	9	20	$26.10	$26.72	$21.60	$28.64	***	***
Population Category								
30,000 to 49,999	8	9	$24.48	$23.73	$20.59	$24.04	***	***
50,000 or more	11	22	$25.64	$25.73	$19.80	$28.38	$17.16	$34.87
Employment Size Category								
50 to 79	9	11	$25.49	$23.73	$19.99	$34.47	***	***
80 or more	11	21	$26.02	$26.42	$23.26	$28.38	$17.25	$33.26

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. May also perform shelving/page duties.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**106**	**925**	**$17.50**	**$17.00**	**$15.50**	**$18.80**	**$14.78**	**$20.91**
Budget Category								
Less than $499,999	6	20	$14.83	$14.40	$14.32	$15.00	***	***
$500,000 to $999,999	9	36	$15.01	$15.00	$14.00	$15.54	***	***
$1,000,000 to $1,999,999	16	106	$15.31	$15.08	$14.66	$15.75	$14.00	$16.70
$2,000,000 to $3,999,999	25	154	$17.07	$16.42	$15.50	$18.08	$14.92	$20.26
$4,000,000 to $6,999,999	29	292	$17.97	$17.52	$16.23	$19.08	$15.00	$21.03
$7,000,000 or more	21	317	$18.45	$17.74	$16.49	$20.00	$16.00	$22.53
Population Category								
Less than 7,499	8	28	$14.87	$14.45	$14.34	$15.16	***	***
7,500 to 14,999	16	85	$16.24	$15.76	$15.00	$17.23	$14.00	$18.83
15,000 to 29,999	31	228	$17.16	$16.18	$15.15	$18.57	$14.47	$20.37
30,000 to 49,999	27	245	$17.89	$17.34	$16.45	$19.27	$15.45	$21.22
50,000 or more	24	339	$17.97	$17.25	$16.08	$19.28	$15.00	$21.81
Employment Size Category								
Less than 12	11	37	$14.82	$14.40	$14.00	$15.00	$14.00	$15.57
13 to 24	14	75	$15.70	$15.15	$14.66	$16.00	$14.00	$17.23
25 to 49	36	250	$16.68	$16.07	$15.12	$17.50	$14.71	$19.64
50 to 79	23	227	$17.86	$17.27	$16.00	$18.89	$15.00	$21.22
80 or more	22	336	$18.55	$17.82	$16.60	$20.02	$16.08	$22.09

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**72**	**493**	**$15.28**	**$15.00**	**$14.00**	**$16.12**	**$14.00**	**$17.40**
Budget Category								
$1,000,000 to $1,999,999	10	23	$14.60	$14.00	$14.00	$15.31	$14.00	$16.32
$2,000,000 to $3,999,999	14	39	$14.51	$14.00	$14.00	$14.76	$13.00	$16.73
$4,000,000 to $6,999,999	23	160	$15.55	$15.07	$14.12	$16.35	$14.00	$17.41
$7,000,000 or more	20	258	$15.37	$15.03	$14.03	$16.14	$14.00	$17.86
Population Category								
7,500 to 14,999	5	12	$15.03	$15.82	$13.00	$16.51	***	***
15,000 to 29,999	22	85	$15.68	$15.00	$14.00	$16.56	$14.00	$18.53
30,000 to 49,999	21	153	$15.18	$14.70	$14.03	$15.76	$14.00	$16.90
50,000 or more	20	235	$15.27	$15.00	$14.00	$16.14	$14.00	$17.71
Employment Size Category								
13 to 24	9	23	$14.27	$14.00	$14.00	$15.00	***	***
25 to 49	21	61	$14.75	$14.04	$14.00	$15.41	$14.00	$16.73
50 to 79	19	132	$15.45	$15.00	$14.00	$16.06	$14.00	$17.40
80 or more	21	274	$15.42	$15.10	$14.03	$16.14	$14.00	$17.71

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**67**	**68**	**$38.04**	**$39.07**	**$31.81**	**$42.36**	**$25.60**	**$52.57**
Budget Category								
$1,000,000 to $1,999,999	9	9	$26.94	$27.87	$25.60	$28.67	***	***
$2,000,000 to $3,999,999	14	14	$37.97	$37.87	$31.69	$41.29	$31.16	$41.69
$4,000,000 to $6,999,999	24	24	$39.57	$39.54	$37.01	$42.36	$33.07	$44.78
$7,000,000 or more	17	18	$44.22	$44.46	$38.83	$52.57	$31.92	$53.42
Population Category								
7,500 to 14,999	9	9	$32.92	$31.46	$28.11	$32.00	***	***
15,000 to 29,999	17	17	$34.09	$36.04	$27.00	$40.78	$21.00	$44.84
30,000 to 49,999	20	20	$39.94	$40.36	$38.08	$42.36	$31.84	$45.68
50,000 or more	20	21	$42.39	$40.76	$38.40	$50.20	$34.79	$53.20
Employment Size Category								
13 to 24	9	9	$25.59	$27.00	$21.70	$28.11	***	***
25 to 49	18	18	$36.03	$35.01	$31.16	$40.23	$25.60	$41.69
50 to 79	19	19	$40.43	$40.50	$37.15	$42.54	$33.07	$44.84
80 or more	20	21	$43.56	$43.01	$38.83	$50.41	$34.79	$53.22

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. Typically requires master's level degree in library science.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**14**	**16**	**$33.33**	**$33.62**	**$30.28**	**$37.77**	**$25.33**	**$40.86**
Budget Category								
$7,000,000 or more	9	11	$35.62	$33.72	$32.31	$40.69	***	***
Population Category								
50,000 or more	7	9	$37.06	$34.93	$33.66	$40.69	***	***
Employment Size Category								
80 or more	10	12	$34.76	$33.69	$31.97	$40.62	$26.67	$40.86

38 CATALOGER: TECHNICAL SERVICES

Creates original catalog records for print and non-print materials using OCLC, AARCRII, 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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**57**	**83**	**$27.58**	**$27.21**	**$23.00**	**$31.91**	**$18.40**	**$35.10**
Budget Category								
$1,000,000 to $1,999,999	5	5	$20.58	$18.47	$18.40	$22.00	***	***
$2,000,000 to $3,999,999	7	8	$25.97	$24.31	$23.67	$25.27	***	***
$4,000,000 to $6,999,999	21	30	$27.51	$28.81	$23.48	$31.38	$17.57	$34.03
$7,000,000 or more	18	34	$30.58	$30.62	$26.73	$34.86	$23.00	$38.98
Population Category								
7,500 to 14,999	5	5	$20.11	$21.30	$18.40	$21.37	***	***
15,000 to 29,999	11	14	$23.16	$23.50	$18.47	$24.63	$17.42	$33.98
30,000 to 49,999	18	30	$27.69	$28.40	$23.84	$31.31	$20.05	$33.11
50,000 or more	21	32	$31.02	$30.97	$26.03	$34.89	$23.00	$38.98
Employment Size Category								
13 to 24	8	8	$20.99	$20.69	$18.08	$23.31	***	***
25 to 49	8	10	$26.00	$24.32	$23.50	$28.61	***	***
50 to 79	19	30	$28.24	$30.46	$24.89	$31.61	$17.57	$34.03
80 or more	19	32	$29.98	$30.02	$25.90	$34.89	$22.75	$37.88

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**63**	**108**	**$21.48**	**$21.07**	**$18.58**	**$23.62**	**$17.00**	**$26.94**
Budget Category								
$1,000,000 to $1,999,999	10	10	$21.24	$18.73	$17.71	$23.95	$16.38	$30.97
$2,000,000 to $3,999,999	13	21	$21.26	$20.79	$19.27	$23.41	$18.00	$24.78
$4,000,000 to $6,999,999	20	40	$21.59	$21.49	$19.24	$23.82	$17.49	$26.22
$7,000,000 or more	17	34	$21.96	$21.70	$18.67	$24.88	$16.09	$27.38
Population Category								
15,000 to 29,999	21	28	$21.80	$21.36	$18.23	$23.82	$15.72	$29.90
30,000 to 49,999	18	30	$21.30	$20.24	$18.43	$23.63	$17.66	$26.44
50,000 or more	18	44	$21.64	$21.70	$18.84	$23.84	$17.47	$26.44
Employment Size Category								
13 to 24	6	6	$18.67	$18.50	$15.72	$19.85	***	***
25 to 49	23	39	$21.26	$20.63	$18.18	$23.41	$17.25	$27.16
50 to 79	13	22	$22.25	$21.54	$19.52	$24.66	$17.68	$26.44
80 or more	19	39	$21.90	$21.52	$19.00	$24.88	$16.09	$27.38

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**35**	**45**	**$21.10**	**$20.56**	**$18.89**	**$23.25**	**$17.13**	**$25.22**
Budget Category								
$4,000,000 to $6,999,999	13	15	$21.20	$21.47	$19.00	$23.25	$17.42	$25.12
$7,000,000 or more	13	21	$21.71	$20.56	$19.42	$24.86	$17.63	$25.92
Population Category								
15,000 to 29,999	7	8	$19.85	$19.50	$17.64	$22.13	***	***
30,000 to 49,999	11	13	$21.80	$22.00	$19.50	$23.42	$17.63	$26.02
50,000 or more	14	21	$21.54	$20.56	$19.42	$24.86	$17.85	$25.22
Employment Size Category								
25 to 49	6	6	$19.94	$20.21	$17.55	$21.14	***	***
50 to 79	10	12	$21.64	$21.74	$19.25	$23.97	$18.89	$25.12
80 or more	14	22	$21.72	$20.65	$19.38	$24.86	$17.63	$25.92

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**42**	**61**	**$23.11**	**$21.34**	**$20.31**	**$24.53**	**$18.75**	**$30.94**
Budget Category								
$2,000,000 to $3,999,999	6	6	$21.66	$19.63	$17.43	$22.47	***	***
$4,000,000 to $6,999,999	19	25	$21.88	$21.00	$20.31	$23.37	$18.53	$25.52
$7,000,000 or more	16	29	$24.54	$22.57	$20.58	$25.08	$19.07	$36.17
Population Category								
15,000 to 29,999	9	11	$22.01	$20.47	$18.78	$24.53	***	***
30,000 to 49,999	14	19	$22.40	$22.34	$20.31	$24.80	$18.53	$26.98
50,000 or more	17	29	$23.70	$21.56	$20.44	$24.32	$17.71	$36.17
Employment Size Category								
25 to 49	7	7	$21.64	$20.47	$17.43	$22.47	***	***
50 to 79	17	22	$22.11	$21.30	$20.31	$24.27	$18.53	$25.52
80 or more	17	31	$24.21	$22.55	$20.57	$25.08	$19.07	$33.33

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**46**	**75**	**$18.33**	**$17.78**	**$15.91**	**$20.12**	**$15.30**	**$21.79**
Budget Category								
$2,000,000 to $3,999,999	7	10	$17.30	$17.02	$15.67	$19.68	***	***
$4,000,000 to $6,999,999	19	32	$18.01	$17.67	$15.73	$20.14	$15.30	$20.71
$7,000,000 or more	17	30	$19.05	$18.81	$16.67	$20.14	$15.53	$23.06
Population Category								
15,000 to 29,999	9	10	$17.98	$17.86	$17.00	$19.10	***	***
30,000 to 49,999	18	30	$19.43	$19.88	$17.53	$20.71	$16.17	$22.79
50,000 or more	17	31	$17.74	$16.89	$15.59	$19.27	$15.30	$20.12
Employment Size Category								
25 to 49	11	16	$16.85	$16.95	$15.30	$17.48	$14.43	$19.98
50 to 79	16	28	$18.77	$18.99	$16.72	$20.45	$15.59	$22.55
80 or more	18	30	$18.65	$18.44	$16.48	$20.12	$15.16	$22.35

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**52**	**53**	**$44.43**	**$45.43**	**$38.56**	**$50.13**	**$34.87**	**$52.46**
Budget Category								
$2,000,000 to $3,999,999	10	10	$37.10	$36.24	$32.85	$43.62	$26.70	$47.56
$4,000,000 to $6,999,999	22	22	$44.58	$44.77	$40.37	$50.13	$38.47	$51.37
$7,000,000 or more	18	19	$48.86	$49.65	$44.03	$52.46	$36.00	$60.71
Population Category								
15,000 to 29,999	10	10	$39.72	$41.66	$36.16	$45.62	$27.80	$46.31
30,000 to 49,999	19	19	$44.67	$43.00	$40.28	$50.13	$36.38	$52.17
50,000 or more	20	21	$48.04	$49.31	$44.03	$52.32	$36.00	$59.97
Employment Size Category								
25 to 49	12	12	$38.57	$36.24	$34.16	$44.62	$32.85	$45.85
50 to 79	19	19	$46.13	$45.43	$41.18	$51.30	$38.47	$55.08
80 or more	19	20	$47.61	$49.48	$43.81	$52.23	$37.60	$58.24

HR Source

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**25**	**31**	**$35.79**	**$36.00**	**$28.94**	**$39.82**	**$26.53**	**$45.35**
Budget Category								
$4,000,000 to $6,999,999	7	7	$35.41	$36.82	$30.77	$39.82	***	***
$7,000,000 or more	15	20	$37.52	$37.10	$32.08	$44.46	$27.44	$46.72
Population Category								
30,000 to 49,999	10	10	$35.59	$35.43	$30.77	$39.82	$28.49	$42.77
50,000 or more	11	16	$37.84	$37.64	$32.08	$45.13	$26.53	$47.96
Employment Size Category								
50 to 79	8	8	$37.40	$36.06	$32.72	$40.67	***	***
80 or more	13	18	$36.78	$37.10	$31.21	$44.01	$26.53	$45.47

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**6**	**6**	**$29.80**	**$28.75**	**$25.62**	**$36.42**	*******	*******

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles 25th	75th	10th	90th
All Libraries Combined:	**7**	**8**	**$36.31**	**$35.79**	**$34.34**	**$37.84**	***	***
Budget Category								
$7,000,000 or more	6	7	$36.22	$35.67	$34.13	$38.75	***	***
Population Category								
50,000 or more	5	6	$36.28	$35.11	$34.13	$38.75	***	***
Employment Size Category								
80 or more	5	6	$35.80	$35.11	$34.13	$35.91	***	***

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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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**31**	**54**	**$26.11**	**$25.03**	**$22.62**	**$29.00**	**$20.71**	**$32.47**
Budget Category								
$4,000,000 to $6,999,999	10	13	$23.00	$23.70	$20.71	$24.56	$14.70	$29.00
$7,000,000 or more	15	35	$27.72	$26.92	$23.34	$30.75	$22.15	$34.62
Population Category								
15,000 to 29,999	6	7	$23.31	$23.70	$14.70	$29.90	***	***
30,000 to 49,999	9	11	$24.77	$24.98	$21.50	$28.15	***	***
50,000 or more	16	36	$27.06	$25.34	$22.87	$30.34	$20.95	$34.62
Employment Size Category								
25 to 49	6	6	$23.68	$23.26	$21.39	$24.98	***	***
50 to 79	9	13	$23.83	$23.93	$20.71	$28.40	***	***
80 or more	15	34	$27.54	$26.86	$23.59	$29.92	$22.15	$32.78

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**27**	**93**	**$18.71**	**$18.73**	**$16.47**	**$20.44**	**$15.14**	**$22.02**
Budget Category								
$4,000,000 to $6,999,999	11	38	$19.04	$19.78	$16.53	$20.47	$15.35	$22.28
$7,000,000 or more	8	35	$19.76	$19.12	$18.27	$21.09	***	***
Population Category								
15,000 to 29,999	8	20	$16.62	$15.50	$14.76	$16.50	***	***
30,000 to 49,999	7	21	$18.54	$19.12	$16.54	$20.15	***	***
50,000 or more	11	51	$19.58	$19.38	$18.00	$20.47	$17.25	$22.28
Employment Size Category								
25 to 49	6	22	$15.88	$15.52	$14.76	$16.53	***	***
50 to 79	9	26	$18.84	$19.00	$16.22	$20.44	***	***
80 or more	9	42	$19.96	$19.77	$18.29	$21.12	***	***

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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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**17**	**17**	**$38.41**	**$38.10**	**$35.70**	**$41.84**	**$32.95**	**$46.94**
Budget Category								
$4,000,000 to $6,999,999	5	5	$37.44	$37.08	$36.69	$38.40	***	***
$7,000,000 or more	9	9	$41.55	$41.84	$38.10	$44.18	***	***
Population Category								
30,000 to 49,999	5	5	$40.75	$38.40	$36.69	$44.18	***	***
50,000 or more	8	8	$39.20	$39.39	$34.74	$42.71	***	***
Employment Size Category								
80 or more	10	10	$41.05	$41.26	$36.56	$44.18	$34.32	$48.45

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**7**	**8**	**$30.98**	**$30.89**	**$24.96**	**$36.90**	*******	*******

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.

| | No. of Libraries | No. of EEs | Average | Median | Percentiles | | | |
					25th	75th	10th	90th
All Libraries Combined:	**11**	**38**	**$21.31**	**$20.70**	**$19.15**	**$23.46**	**$17.00**	**$27.25**
Budget Category								
$7,000,000 or more	6	25	$23.07	$21.99	$20.86	$26.86	***	***
Population Category								
50,000 or more	6	27	$22.45	$21.99	$19.76	$26.86	***	***
Employment Size Category								
80 or more	7	30	$22.36	$21.56	$20.00	$26.04	***	***

29 FACILITY AND 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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**65**	**67**	**$37.42**	**$37.84**	**$31.85**	**$42.56**	**$26.83**	**$49.25**
Budget Category								
$2,000,000 to $3,999,999	12	12	$30.37	$29.62	$26.93	$35.48	$21.08	$36.92
$4,000,000 to $6,999,999	27	27	$37.67	$37.94	$33.81	$42.52	$31.25	$44.59
$7,000,000 or more	22	24	$43.16	$41.23	$38.23	$49.46	$33.63	$55.02
Population Category								
15,000 to 29,999	17	17	$33.24	$36.92	$26.83	$38.19	$19.94	$42.65
30,000 to 49,999	22	22	$37.23	$35.54	$31.40	$42.01	$28.30	$46.00
50,000 or more	23	25	$41.50	$40.25	$37.20	$46.55	$31.85	$55.02
Employment Size Category								
13 to 24	5	5	$23.54	$23.92	$21.00	$26.83	***	***
25 to 49	15	15	$32.60	$33.33	$27.99	$36.92	$21.08	$39.89
50 to 79	22	22	$37.18	$37.78	$33.99	$41.37	$31.25	$43.00
80 or more	23	25	$43.30	$42.01	$38.94	$49.25	$33.63	$55.02

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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**61**	**126**	**$22.16**	**$21.92**	**$19.11**	**$24.96**	**$17.08**	**$28.00**
Budget Category								
$1,000,000 to $1,999,999	9	10	$20.13	$20.00	$18.50	$20.30	***	***
$2,000,000 to $3,999,999	8	10	$21.22	$20.97	$18.55	$23.33	***	***
$4,000,000 to $6,999,999	21	39	$21.08	$20.78	$17.62	$23.00	$16.24	$26.72
$7,000,000 or more	19	63	$23.21	$23.51	$20.00	$25.68	$17.32	$28.61
Population Category								
7,500 to 14,999	5	6	$22.63	$23.63	$19.21	$25.75	***	***
15,000 to 29,999	16	29	$20.98	$20.18	$18.20	$23.33	$16.58	$25.80
30,000 to 49,999	18	30	$21.43	$21.05	$18.27	$23.51	$17.52	$25.96
50,000 or more	20	59	$22.98	$22.69	$19.75	$25.76	$17.08	$29.01
Employment Size Category								
13 to 24	6	6	$21.56	$21.30	$19.80	$22.70	***	***
25 to 49	14	20	$20.17	$19.84	$17.70	$22.11	$17.16	$24.97
50 to 79	18	34	$21.35	$21.03	$18.00	$23.00	$16.58	$27.50
80 or more	20	63	$23.19	$23.51	$20.00	$25.68	$17.32	$28.61

31 JANITOR / CUSTODIAN: MAINTENANCE / FACILITIES

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

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**38**	**76**	**$18.88**	**$18.58**	**$16.49**	**$20.33**	**$15.50**	**$23.51**
Budget Category								
$1,000,000 to $1,999,999	5	6	$16.63	$16.75	$14.75	$17.00	***	***
$2,000,000 to $3,999,999	6	9	$18.08	$17.04	$15.97	$20.04	***	***
$4,000,000 to $6,999,999	12	26	$19.22	$19.55	$16.75	$20.37	$16.00	$22.89
$7,000,000 or more	9	29	$19.77	$19.33	$17.45	$20.82	***	***
Population Category								
15,000 to 29,999	10	14	$17.83	$16.98	$15.00	$20.50	$14.75	$21.63
30,000 to 49,999	9	22	$19.51	$18.96	$16.48	$22.77	***	***
50,000 or more	12	33	$19.29	$19.35	$17.45	$20.05	$16.22	$22.89
Employment Size Category								
25 to 49	10	14	$17.53	$16.75	$15.69	$20.04	$14.75	$21.63
50 to 79	12	29	$19.38	$19.57	$16.78	$20.29	$16.00	$23.51
80 or more	9	26	$19.66	$19.27	$17.45	$22.45	***	***

73 SOCIAL WORKER: MISCELLANEOUS

Works directly with patrons needing social service assistance by providing information, support, and referrals to appropriate organizations. Will serve as a resource for library staff and model effective techniques for working with patrons experiencing mental health, substance abuse, unstable housing or living unhoused or other systemic issues. Builds relationships with area social service agencies, governmental entities and other relevant organizations. Requires a bachelor's degree from a social work educational program.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	5	6	$32.90	$29.95	$26.25	$36.75	***	***

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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.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	**27**	**83**	**$21.26**	**$21.00**	**$18.67**	**$23.48**	**$16.97**	**$25.16**
Budget Category								
$4,000,000 to $6,999,999	9	27	$21.40	$20.84	$18.62	$22.65	***	***
$7,000,000 or more	12	47	$21.74	$21.84	$19.33	$23.97	$17.49	$25.09
Population Category								
15,000 to 29,999	5	12	$20.90	$19.48	$18.23	$23.02	***	***
30,000 to 49,999	8	17	$20.21	$20.69	$17.94	$22.99	***	***
50,000 or more	13	52	$21.76	$21.04	$19.44	$23.85	$18.00	$25.58
Employment Size Category								
25 to 49	6	9	$18.37	$18.93	$16.00	$19.15	***	***
50 to 79	7	17	$20.09	$19.55	$17.94	$21.52	***	***
80 or more	14	57	$22.07	$21.84	$19.99	$23.97	$18.00	$26.17

51 VAN DRIVER: MISCELLANEOUS

Drives a motor vehicle (automobile, utility van, pickup, light truck, etc.) to transport materials or equipment. Requires a valid driver's license but not a commercial driver's license (CDL). Loads or unloads the vehicle.

	No. of Libraries	No. of EEs	Average	Median	Percentiles			
					25th	75th	10th	90th
All Libraries Combined:	5	8	$17.40	$17.50	$15.10	$19.30	***	***

2024 Library Survey

Benefits Section

PAID LEAVE

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

	Full-Time Employees	
	Average	# of Libraries
Days per Year	11.5	113

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

	Full-Time Employees	
	Average	# of Libraries
Days per Year	3.6	93

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

	% of Libraries	# of Libraries
Yes	88.0%	110
No	12.0%	15

3b. Average minimum number of hours required for part-time employees to qualify for pro-rated sick/personal time benefits:

	Average	# of Libraries
Hours per Week	11.0	86

VACATION DAYS

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

	Days	# of Libraries
1st Year	18.4	122
5th Year	20.6	119
10th Year	22.4	117
15th Year	23.3	116

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

	Days	# of Libraries
1st Year	17.0	110
5th Year	19.4	107
10th Year	21.3	106
15th Year	22.3	104

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

	Days	# of Libraries
1st Year	15.5	100
5th Year	18.4	99
10th Year	20.7	98
15th Year	21.7	97

VACATION DAYS (CONTINUED)

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

	Days	# of Libraries
1st Year	11.5	115
5th Year	15.2	115
10th Year	19.0	115
15th Year	20.3	111

5. Unused vacation time is:

	% of Libraries	# of Libraries
Canceled/Forfeited at Year End	25.4%	31
Paid for at Year End	1.6%	2
Allowed to be Carried Over	73.0%	89

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

	% of Libraries	# of Libraries
Yes	82.3%	102
No	17.7%	22

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

	Average	# of Libraries
Hours per Week	13.8	90

HOLIDAYS

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

	Average	# of Libraries
Scheduled Holidays	9.6	124

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	2.6	43

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

	# of Libraries
No Floating Holidays	56

HOLIDAYS (CONTINUED)

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

	% of Libraries	# of Libraries
Another Paid Day Off	11.2%	14
Time-and-a-Half Pay	4.0%	5
Double Pay	4.0%	5
Another Paid Day and Time-and-a-Half Pay	0.0%	0
Library is Entirely Closed for all Holidays	68.8%	86
Other (see below)	12.0%	15

Other Responses:

2.25 times regular rate and another day paid at regular rate; 2.5x; 8 or 4 hours; For holidays we are open (MLK Day, Veterans Day,etc.) we are open and offer no holiday pay; If we are closed they can use PTO if they are scheduled to work. If we are open no special pay; None; On a non-major holiday, pay is straight time

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	25.8%	32
30 Days	11.3%	14
First Day of the Month Following Date of Hire	42.7%	53
First Day of the Month Following 30 Days of Employment	7.3%	9
60 Days	0.8%	1
90 Days	2.4%	3
Other	0.8%	1
Don't Offer Medical Benefits	8.9%	11

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

	% of Libraries	# of Libraries
Yes	28.1%	32
No	71.9%	82

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

	% of Libraries	# of Libraries
Yes	58.0%	65
No	42.0%	47

HMO PLANS

12. Do you offer an HMO Plan?

	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	59.3%	67	1.8%	2
No	40.7%	46	98.2%	109

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	6.0%	4	0.0%	0
No	94.0%	63	100.0%	2

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

	Average $ Amount	# of Libraries
Co-Pay	$21.21	62

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

	# of Libraries
No Co-Pay	3

15a. Average percent of HMO plan premium paid by the library (excluding libraries paying 0% or 100%) - 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	83.4%	49	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
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
Entire Premium Paid	14	0

HMO PLANS (CONTINUED)

16a. Average percent of HMO plan premium paid by the library (excluding libraries paying 0% or 100%) - 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	69.7%	46	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	17	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 a PPO Plan?

	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	92.0%	104	6.4%	7
No	8.0%	9	93.6%	103

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

	Average $ Amount	# of Libraries
Deductible - Single	$1,063.64	99

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

	Average $ Amount	# of Libraries
Deductible - Family	$2,736.32	95

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

	Average $ Amount	# of Libraries
Deductible - Single	$2,174.75	99

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

	Average $ Amount	# of Libraries
Deductible - Family	$5,500.53	95

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

	Average $ Amount	# of Libraries
Co-Pay	$25.18	84

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

	# of Libraries
No Co-Pay	12

PPO PLANS (CONTINUED)

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

	Average %	# of Libraries
Medical Services - Single	81.8%	93

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

	Average %	# of Libraries
Medical Services - Family	81.9%	89

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

	Average %	# of Libraries
Medical Services - Single	60.4%	95

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

	Average %	# of Libraries
Medical Services - Family	60.4%	92

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

	Average $ Amount	# of Libraries
Expense Limitation - Single	$2,484.54	97

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

	Average $ Amount	# of Libraries
Expense Limitation - Family	$6,058.33	96

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

	Average $ Amount	# of Libraries
Expense Limitation - Single	$5,222.94	85

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

	Average $ Amount	# of Libraries
Expense Limitation - Family	$12,805.95	84

25a. Average percent of premium paid by the library for their PPO plan (excludes libraries paying 0% or 100%) - 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	84.8%	77	68.3%	3

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	1	2

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	20	1

26a. Average percent of premium paid by the library for their PPO plan (excludes libraries paying 0% or 100%) - 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	68.1%	63	50.3%	4

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	35	2

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	1	0

HIGH DEDUCTIBLE HEALTH PLANS (HSA QUALIFIED)

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

	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	36.6%	41	0.9%	1
No	63.4%	71	99.1%	110

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

	Average $ Amount	# of Libraries
Deductible - Single	$3,216.22	37

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

	Average $ Amount	# of Libraries
Deductible - Family	$6,760.81	37

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

	Average $ Amount	# of Libraries
Deductible - Single	$5,892.11	38

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	$12,397.37	38

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

	Average $ Amount	# of Libraries
Expense Limitation - Single	$4,122.37	38

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

	Average $ Amount	# of Libraries
Expense Limitation - Family	$8,347.30	37

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

	Average $ Amount	# of Libraries
Expense Limitation - Single	$9,914.29	35

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

	Average $ Amount	# of Libraries
Expense Limitation - Family	$20,364.71	34

32a. Average percent of premium paid by the library for their High Deductible Health Plan (HSA Qualified) (excludes libraries paying 0% or 100%) - 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	87.0%	33	80.0%	1

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	0

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

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% or 100%) - 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	71.4%	27	80.0%	1

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	0

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?

	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	47.5%	19	0.0%	0
No	52.5%	21	100.0%	38

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	$1,275.37	18	$0.00	0

35b. Number of libraries that do not contribute to employees' HSA accounts - 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
Contribution Amount	0	0

35c. 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	$2,230.77	15	$0.00	0

35d. Number of libraries that do not contribute to employees' HSA accounts - 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
Contribution Amount	4	0

OTHER HEALTH BENEFITS

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

	% of Libraries	# of Libraries
Smoking cessation	9.4%	11
Classes on health & nutrition	17.1%	20
Weight loss classes	6.0%	7
Blood pressure checks/cholesterol checks	12.0%	14
Flu shots	41.9%	49
Stress reduction/time management	20.5%	24
Employee Assistance Program	69.2%	81
Yoga/group exercise classes	6.0%	7
Massages	5.1%	6
Wellness fairs	10.3%	12
Walking club	5.1%	6
Discounted recreation/gym memberships	23.1%	27
Standing/walking workstations	33.3%	39
Ergonomic training/supports	6.0%	7
Health screening	17.1%	20
Health and wellness programs not provided	13.7%	16
Other (see below)	23.9%	28

Other Responses:

A variety of programs offered through health insurance carrier (2); All but EAP are provided via our BCBS policy; Calm App subscription; Case management and support groups; Commuter Transit Benefit; COVID 19 Vaccination/Booster; Lifestyle Spending Account; Online health & wellness program for health insurance discount; Sound Healing; Started Wellness Committee focusing on staff wellness; Walking challenges; Wellness Day; Wellness Incentive; Wellness Newsletter.

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)	13.4%	15	6.7%	3
Flexible Spending Account (FSA)	47.3%	53	31.1%	14
Vision	93.8%	105	55.6%	25
Dental	98.2%	110	51.1%	23
Life Insurance	95.5%	107	48.9%	22
Prescription Drug	71.4%	80	17.8%	8
Disability Insurance (Other than IMRF)	21.4%	24	17.8%	8

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)	1.6%	2	1.8%	2
401(a)	0.8%	1	0.0%	0
403(b)	7.3%	9	4.6%	5
457	54.0%	67	46.8%	51
Roth IRA	16.9%	21	15.6%	17
IMRF	90.3%	112	89.0%	97
Library-Funded Pension Plan	2.4%	3	0.9%	1
None	3.2%	4	4.6%	5
Other (see below)	1.6%	2	0.9%	1

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
Simple IRA	

39. When are employees eligible to participate?

	% of Libraries	# of Libraries
Immediately	96.1%	122
After 6 Months	0.8%	1
At one Year	0.8%	1
More than One Year	0.8%	1
Other	1.6%	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	6.4%	5	6.4%	5
No	70.5%	55	64.1%	50
Does Not Apply	23.1%	18	29.5%	23

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	7.3%	3	3.9%	3

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	19.0%	19	14.0%	13
Graded, 100% by 7 Years	8.0%	8	6.5%	6
Graded, 100% by 6 Years	0.0%	0	0.0%	0
Graded, 100% by 5 Years	3.0%	3	3.2%	3
Other	47.0%	47	47.3%	44
No Pension Plan Provided	23.0%	23	29.0%	27

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	1.7%	2	2.6%	3
Supervisory	49.6%	59	18.3%	21
Mid-Level Management	48.7%	58	13.9%	16
Executive Development	30.3%	36	3.5%	4
Profesional Development	90.8%	108	83.5%	96
Continuing Education	89.1%	106	88.7%	102
Industry Seminars	73.9%	88	68.7%	79
Leadership	49.6%	59	25.2%	29
Coaching	43.7%	52	33.0%	38
Teams	31.1%	37	27.0%	31
Computer	55.5%	66	57.4%	66

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	15.4	21	11.0	20

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	102	102

TUITION REIMBURSEMENT

45. Do you offer tuition reimbursement?

	% of Libraries	# of Libraries
Yes	62.4%	78
No	37.6%	47

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	11.0	68

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

	# of Libraries
No Waiting Period	9

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

	% of Libraries	# of Libraries
Course Must be Job Related	88.5%	69
Course Must be Satisfactorily Completed	100.0%	78
Course Must be Approved by Supervisor	89.7%	70
Course Must Apply Toward Degree or Certification	52.6%	41

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	9.5%	7	15.9%	11
$1,001 - $2,500	33.8%	25	31.9%	22
$2,501 - $5,000	31.1%	23	34.8%	24
More than $5,000	25.7%	19	17.4%	12

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

	% of Libraries	# of Libraries
Textbooks Cost	76.9%	20
Laboratory Fees and Supplies	65.4%	17
Student Activity Fees	30.8%	8
Other (Such as Registration Fees)	46.2%	12

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

	% of Libraries	# of Libraries
Yes, With Pay	1.3%	1
Yes, Without Pay	23.7%	18
Yes, but Only in Special Cases	10.5%	8
No, Only After Work Hours	64.5%	49

TUITION REIMBURSEMENT (CONTINUED)

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

	% of Libraries	# of Libraries
No Service Requirement	29.9%	23
Less than 1 Year	2.6%	2
1 Year	51.9%	40
2 Years	11.7%	9
3 Years	3.9%	3
More than 3 Years	0.0%	0

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	62.3%	71
Paid Holidays	52.6%	60
Paid Sick Time	66.7%	76
Medical Insurance (Subsidized by the Library)	0.0%	0
Medical Insurance (Non-subsidized)	2.6%	3
Retirement Benefits	21.1%	24
Training (In Addition to What is Necessary for Regular Job Performance)	60.5%	69
Tuition Reimbursement	35.1%	40

PAY ADMINISTRATION

53. Salaries are what percent of your total budget?

	Average	# of Libraries
Percent	49.7%	122

54. Our compensation program is based upon:

	% of Libraries	# of Libraries
Market Benchmarking	71.5%	88
Point Factor Job Evaluation	2.4%	3
No Formal Plan	26.0%	32

55. Does the library provide any monetary bonus?

	% of Libraries	# of Libraries
Yes	40.3%	50
No	59.7%	74

56. Is there a written policy regarding service awards?

	% of Libraries	# of Libraries
Yes	48.8%	60
No	51.2%	63

PAY ADMINISTRATION (CONTINUED)

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

	% of Libraries	# of Libraries
Yes	24.0%	29
No	76.0%	92

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

	% of Libraries	# of Libraries
Yes	72.3%	86
No	27.7%	33

59. Is the library open on Sunday?

	% of Libraries	# of Libraries
Yes	66.1%	82
No	33.9%	42

60. Is your library open on Sunday all year?

	% of Libraries	# of Libraries
Yes	82.9%	68
No	17.1%	14

61. The rate for Sunday work is:

	% of Libraries	# of Libraries
Straight Time	80.5%	66
Time-and-a-Half	12.2%	10
Double Time	0.0%	0
Other	7.3%	6

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

	% of Libraries	# of Libraries
Yes	87.9%	109
No	12.1%	15

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

	% of Libraries	# of Libraries
Yes	35.2%	44
No	64.8%	81

64. Average annual turnover percentage:

	Average %	# of Libraries
Annual percent	14.8%	106

65. How has turnover changed over the last year?

	% of Libraries	# of Libraries
Increased	26.7%	32
Decreased	29.2%	35
Remained the Same	35.0%	42
Don't Know	9.2%	11

66. Does the library pay any conference expenses?

	% of Libraries	# of Libraries
Yes	97.6%	121
No	2.4%	3

PAY ADMINISTRATION (CONTINUED)

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

	% of Libraries	# of Libraries
Yes	68.9%	84
No	31.1%	38

68. Do you offer paid parental leave?

	% of Libraries	# of Libraries
Yes	48.0%	60
No	39.2%	49
No, but Considering it in the Future	12.8%	16

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

	% of Libraries	# of Libraries
1 Week	0.0%	0
2 Weeks	10.0%	6
3 Weeks	1.7%	1
4 Weeks	10.0%	6
5 Weeks	0.0%	0
6 Weeks	23.3%	14
7 Weeks	0.0%	0
8 Weeks	36.7%	22
9 or more Weeks	18.3%	11

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Finance Director	66	18
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Homebound Assistant	54	33
Human Resources Assistant	21	16
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* Insufficient Data