

## Carbondale Public Library Board of Trustees Finance Committee

Tuesday, December 6, 2022

2:00 p.m.

Carbondale Public Library  
405 West Main St.  
Carbondale, IL 62901

### MINUTES

#### Call to order.

2:00 P.M.

#### Roll call.

Committee members present: Barbara Levine, Board Treasurer and Committee Chair; Joyce Hayes; Roland Person

Staff present: Diana Brawley Sussman, Director

Committee members absent: None.

Visitors present: None.

#### Introductions and audience to visitors.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the Committee Chair, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

#### FY24 Payroll Analysis & Determination

The committee will discuss payroll for specific categories and positions in comparison to other Illinois libraries and comparable entities in order to determine wages for FY24.

In light of an 8% inflation increase the Board asked the Finance Committee to work with the Director to evaluate and recommend employee pay increases with \$15,000 set aside in the library's contingency budget to cover increases in personnel.

The Director presented the library's current hourly rate for each position in comparison to wages from seven Illinois libraries with similar population sizes and budgets, as well as the average wages for somewhat similar jobs with the City of Carbondale. She presented four potential personnel budgets for the committee to consider adopting or amending. The committee discussed the data.

The Director noted that the data gathered from other libraries and the city reflect pay rates for the current fiscal year, while this committee is charged with examining potential increases for the coming fiscal year. The Director reported that our wages are not radically low or high. For our lower paid workers (shelvers, part time circulation clerks) our wages are in sync with comparable wages. Our middle and higher paid workers (catalogers, managers, librarians) are a bit on the low side. The committee noted that some of the comparable libraries are in communities in the metro-east and Champaign-Urbana areas where the cost of living is a bit higher. Our library offers generous benefits in terms of paid time off and full payment of health insurance for full-time workers. We have not had any turnover since early 2020.

Each payroll category is fairly close in wages to the next. There is no individual position that stands out as deserving higher wages than other similar positions. In most cases (apart from the lowest paid

workers), increasing wages for any one individual would elevate their wages above those of an employee who is either in a higher pay category, or has served more years.

Roland person made a motion to recommend the budgeted option shown in spreadsheet column J. This provides a 6% increase to all employees, and an additional dollar per hour to our lowest paid workers to keep them above the increasing minimum wage. This option utilizes the entire \$15,000 that the board elected to set aside for personnel increases, and it does not exceed the overall budget. Joyce Hayes seconded. MOTION passed unanimously.

These increases, if adopted by the Library Board, will take effect on May 1 with the beginning of FY24.

Adjournment.

2:30 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director