



NOTICE

DES PLAINES PUBLIC LIBRARY MANAGEMENT COMMITTEE MEETING

**WEDNESDAY, NOVEMBER 19, 2025
4:00 P.M. IN THE 2ND FLOOR CONFERENCE ROOM**

AGENDA

- Review of 2026 Salary Schedule [Action Item]
- Review of changes to Job Descriptions. [Action Item]

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2776 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**Agenda for the Meeting of the Management Committee
Wednesday, November 19th, 2025
4:00 p.m. in the 2nd Floor Conference Room**

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. New Business.
 - A. Review of 2026 Salary Schedule [Action Item]
 - B. Review of changes to Job Descriptions. [Action Item]
 - C. Discussion of Part Time Staff Holiday Pay.
- VIII. Other.
- IX. Adjournment.

This meeting will be video recorded, and available on the Library's website.

Des Plaines Public Library
Salary and Classification Schedule 2026 DRAFT

Group	Title	Minimum	Midpoint	Maximum
11	Library Director	Set by Board		
10	Assistant Director	\$ 71,790	\$ 89,220	\$ 106,650
9	Head of Adult Services Head of Marketing and Communication Services Head of Patron Accounts Services Head of Youth Services Human Resources Manager	\$ 64,760	\$ 80,210	\$ 95,660
8	Acquisitions and Cataloging Manager Building Services Manager Business Manager Readers' Services Manager Reference Services Librarian # School Liaison Librarian Teen Services Librarian Youth Services Assistant Manager Social Services Coordinator	\$ 55,100	\$ 67,980	\$ 80,860
7	Materials Services Manager Metadata and Cataloging Specialist Reference Services Librarian Youth Services Librarian	\$ 50,115 \$ 25.70	\$ 60,885 \$ 31.30	\$ 71,995 \$ 36.90
6	Administrative Assistant Creative Services Coordinator Makerspace Coordinator Page Supervisor Patron Accounts Supervisor Security Services Supervisor Web Services Specialist	\$ 41,925 \$ 21.50	\$ 51,188 \$ 26.25	\$ 60,450 \$ 31.00
5	Acquisitions and Receiving Assistant Administrative Services Clerk Copy Cataloging Assistant Digital Designer Graphic Designer Readers' Services Assistant Reference Services Assistant Teen Services Assistant Youth Services Assistant	\$ 37,440 \$ 19.20	\$ 45,338 \$ 23.25	\$ 53,235 \$ 27.30
4	Makerspace Assistant Patron Accounts Assistant Security Monitor, F/T, P/T Building Services Assistant	\$ 35,100 \$ 18.00	\$ 38,513 \$ 21.50	\$ 48,750 \$ 25.00
3	Materials Services Clerk Processing Clerk Production Clerk	\$ 16.20	\$ 17.70	\$ 19.20
2	Seasonal Summer Reading Club Associate	\$ 16.00	\$ 16.00	\$ 16.00
1	Page	\$ 15.25	\$ 16.25	\$ 17.25

Approved by the Board of Trustees xx/xx/xxxx

Admin Assistant – DRAFT NOV 2025

JOB TITLE: Administrative Assistant

DEPARTMENT: Administration

REPORTS TO: Human Resources Manager

CLASSIFICATION: Group 6

STATUS: Non-Exempt

OBJECTIVE:

~~Under the general supervision of the Human Resources Manager, Library Director and Assistant Director, the Administrative Assistant performs a variety of work related To~~ **provide general administrative and organizational support, and assist with** payroll, purchasing, contract management, library correspondence, and human resources.

The Administrative Assistant maintains the record control and retention procedures, including confidential and official library files. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. **Provides clerical and organizational support for library administration.** ~~Processes claims and vouchers for payment; verifies account codes; reconciles monthly credit card statement.~~
3. Serves as receptionist for public and staff.
4. ~~Prepares bi-weekly payroll.~~ **Serves as a FOIA Officer.**
5. **Maintains library records.**
6. **Assists with the administrative tasks associated with Library bids and requests for proposal.**
7. ~~Prepares bi-weekly payroll.~~
8. ~~Serves as purchasing agent for the library, exercising a wide scope of discretion in purchasing supplies, materials and services.~~ **Monitors and maintains appropriate inventory levels of administrative office supplies.**
9. Prepares correspondence, reports, documents and ~~memos~~ anniversary cards
10. Collects ~~and deposits~~ copier and debit card dispenser money.

11. Coordinates all aspects of All-Staff meetings, and makes travel arrangements to library conferences for staff.
- ~~12. Assists Human Resources Manager with the hiring of all personnel, conducting all correspondence and scheduling interviews.~~
13. Assists Human Resources Manager in the preparation of the monthly Board of Trustees packet, **and other Board-related administrative tasks.**
- ~~14. Oversees volunteer.~~
- ~~15. Maintains neatness of public areas including desks, computers, shelves, tables and personal space visible to the public.~~
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Two years of college.
2. Five years of office experience.
3. Available to work occasionally on evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to work as a member of a team.
4. Considerable ability to set priorities and work independently.
5. Considerable ability to safeguard confidential and restricted information.
6. Ability to remain calm in difficult situations.
7. Ability to handle multiple and simultaneous tasks.
8. Ability to follow through tasks to completion.
9. Knowledge of appropriate technology and office software applications ~~including fund accounting.~~
10. Considerable skill in written and spoken communication.
11. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met

by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and
Approved 11/21/06
Revised and Approved 08/21/07
Revised and Approved 05/20/08
Revised and Approved 08/18/09
Revised and Approved 12/17/15
Revised and Approved 09/27/18
Revised and Approved 04/21/2022

Reference Services Librarian – DRAFT NOV 2025

JOB TITLE: Reference Services Librarian **H**

DEPARTMENT: Adult Services

REPORTS TO: Head of Adult Services

CLASSIFICATION: Group 8

STATUS: Exempt

OBJECTIVE

To perform high level professional library work such as developing and implementing projects that increase access and quality of information, advising and training professional staff, managing budgets and collections, negotiating contracts with vendors, and extensive outreach with community organizations. The work also involves selecting materials and maintaining the collection, providing reference and readers' advisory services, and one-on-one and classroom instruction to patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Answers reference questions in person, by telephone, via email, and online.
3. Instructs patrons in the use of electronic and print resources including creating and leading classes for the public.
4. Provides readers' advisory services.
5. Selects materials **in all formats** for the collection and participates in collection evaluation and maintenance.
6. Promotes and markets the library's adult collections including writing promotional material and creating physical and digital displays.
7. Arranges or creates and presents library programs and classes both in house and in the community.
8. Maintains memberships in professional associations and participates in their activities.
9. Continues librarianship education by attending appropriate meetings, workshops, and conferences.
10. Serves as Librarian in Charge as assigned.
11. Participates in community partnerships.
12. Prepares weekly desk schedules as assigned.
13. Writes and manages grants.
14. Writes reports and compiles statistics.

- ~~15. Oversees the work of the pages, technology pages, and volunteers.~~
16. Keeps informed of current trends and developments affecting libraries.
- ~~17. May assist in the collection budget process.~~
- ~~18. May be responsible for establishing new and maintaining current online resources.~~
- ~~19. May be responsible for training staff in the use of online resources.~~
- ~~20. May develop special services and programs for the business community.~~
- ~~21. May coordinate programs and maintain the yearly program calendar for Adult Services.~~
22. May negotiate with vendors for contracts for library services and programs.
- ~~23. May maintain the Library's digital collections.~~
24. May assist at other public service desks.
25. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Minimum ~~three~~ **two** years of professional library experience.
3. Customer service work experience preferred.
4. Available to work evenings and weekends.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to perform excellent customer service and to communicate general library policies and procedures to staff and the general public.
2. Considerable ability to establish and maintain effective working relationships with staff and patrons.
3. Considerable ability to work independently.
4. Considerable ability to conduct a patron interview and to provide an accurate response in a timely manner.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Considerable skill in written and spoken communication.
7. Considerable knowledge and skill in the use of online and electronic resources.
8. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
9. Ability to lead and work as a member of a team.
10. Ability to remain calm in difficult situations.
11. Knowledge of literature, popular materials, nonfiction, and reference materials in a variety of formats.
12. Knowledge of the professional practices, procedures, and techniques of

- library science.
13. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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Revised and Approved 11/21/19

Revised and Approved 11/18/21
Revised and Approved 04/21/2022

Social Services Coordinator – DRAFT

JOB TITLE: Social Services Coordinator

DEPARTMENT: ~~Administration~~ Adult Services

REPORTS TO: ~~Director~~ Head of Adult Services

CLASSIFICATION: ~~Group 9~~ Group 8

STATUS: Non-Exempt

OBJECTIVE:

To develop, and implement, community-centered services that respond to existing and emerging needs of Des Plaines Public Library patrons. This includes support for individuals and families experiencing challenges such as mental health conditions, and housing instability.

The Social Worker actively builds relationships with patrons, and strengthens strong and effective partnerships with social service agencies, civic organizations, government agencies, and local government units. In addition, this position supports staff in navigating complex patron interactions.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Engages with, identifies and assists patrons who may benefit from social services.
3. Provide short-term support and guidance to patrons experiencing life challenges, including housing instability, mental health issues, and substance use.
4. Help patrons navigate community services, including understanding eligibility requirements, and accessing resources.
5. Maintains confidentiality and follows appropriate professional code of ethics at all times.
6. Provides immediate referrals and resources in the event of a crisis.
7. Provides support to staff regarding patrons with social service needs.
8. Works collaboratively with the Security Supervisor and Security Monitors.
9. Writes Patron Incident Reports when appropriate.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited university in a field such as social work, public health, human services, or psychology.
2. Three to five years of experience in the social work, or mental health field.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
 2. Considerable ability in de-escalation techniques and crisis intervention.
 3. Considerable ability to set priorities and work independently.
 4. Considerable ability to safeguard confidential and restricted information.
 5. Considerable ability to perform excellent customer service and to communicate Library policies and procedures to the staff and the general public.
 6. Considerable technology and computer skills, including knowledge of Microsoft Office 365 products.
 7. Ability to handle multiple and simultaneous tasks.
 8. Considerable skill in written and spoken communication.
 9. Willingness to learn new skills.
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TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

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Approved 05/15/2025