

## Salary Schedules and Policies

These responses were given to Patsy Smith, Director of the Mancos Public Library District, when she submitted the following questions to the Libnet listserv in February 2004:

1. Does your library give a "cost of living" raise, plus an additional merit raise (if earned)?
2. Does your library give raises every year?
3. If you give merit raises, what percentage do you give?
4. Is it a law that library districts give a "cost of living" raise every year?

Respondent	Policy
Jamie LaRue, Director Douglas County Libraries	We do two salary adjustments. The first is a "market survey" -- a comparison of our wages to those of our "competition." The second is NOT "cost of living." It is merit ONLY. And we pick an overall "average" for the year. Some may get less than that, some more. Managers are expected to work it to the average. But no one is guaranteed a raise.
Steve Cottrell, Director Weld Library District  Jennifer Hottinger, Human Resource Manager Weld Library District	The Weld Library District takes the same approach as Douglas Counties Libraries.  1) The Weld Library District does not offer a "COLA" but rather builds into the board approved merit increase a percentage that compliments or mirrors that type of adjustment. 2) The WLD has been fortunate enough to offer annual increases, however, that is not a guarantee and is subject to economic indicators. 3) Merit raises vary based on the market average. Our Board uses survey information, available funds, and the Consumer Price Index to determine that percentage. 4) I would check with Mountain States Employers Council or other legal advisors to ensure accuracy for your local area.
Judith Murray Griffiths, Southwest Library Services	We followed recommendations from Mt. States Employer's Council: 1. Adopt formal salary ranges for each job or category of job 2. Review salary ranges annually and update as appropriate  The method used to update can be: 1. increase salary ranges across the board by a specific percent 2. increase salary ranges for different jobs by varying percents based on the market conditions 3. Also need to regularly assess the salary range structure to ensure it is congruent with your compensation philosophy, ability to pay, and the internal value of the jobs.  Merit raises would apply within a salary range and promotions would take an employee into a new category of job and its range.

<p>Michele Seipp, Director Lafayette Public Library</p>	<p>We are a department of the city, and this is what the City of Lafayette does:</p> <ol style="list-style-type: none"> <li>1. Every position undergoes a market salary survey every 3 years (done on a rotating schedule), and if adjustments to the salary range are justified, they are made. This may not affect a current employee's pay unless they fall below a certain point in the adjusted range.</li> <li>2. If the city budget allows, a cost of living increase is given across the board (although it is not called that); this amount varies depending on the current COL and what the city's budget can absorb.</li> <li>3. Merit increases are available each year, again depending on what the budget can absorb - they can range typically from 1%-3.5%.</li> </ol>
---	--