

BOARD POLICIES

COMPENSATION

Category: Personnel

Approved: September 26, 2000; December 11, 2002; December 9, 2015; August 31, 2022; October 29, 2025

Goals

Rocky River Public Library's compensation goals are to provide a total compensation package (including base pay, benefits offerings, and other perks) that is competitive with the external labor market, and fair and consistent within the internal structure of the library. Our benefit offerings are designed to support and promote our employees' success in the workplace and in their personal life: balancing job duties, health, development, and economic security.

We seek to:

- target pay to be competitive with public libraries that are similar to us operationally, in terms of patron base, budget, and geographical location;
- ensure that employees in similar jobs are compensated fairly, with consideration for skill, experience, and performance; and,
- maintain equity among peer groups—that is, positions across departments—and to follow transparent practices in determining pay.

Our compensation program reflects our need to be good stewards of our financial resources. As funding permits, salary increases shall focus on maintaining market alignment, supporting internal equity, recognizing performance, and retaining personnel.

Considerations

The Library recruits, retains, and rewards employees who:

- demonstrate a focus on our patrons,
- maintain and enhance their knowledge of the library profession,

- provide positive support to, and cooperate with, co-workers,
- practice and promote good communication,
- develop their professional skills and abilities, and
- readily adapt to the evolving role that our library plays in the community.

Base Pay Framework

Rocky River Public Library provides a framework for the base pay element of total compensation. The framework consists of a salary structure with position grades that indicate ranges of pay, from minimum to midpoint to maximum, shown as annual and hourly. Ranges of pay in position grades have a set progression rate from the previous grade's range of pay. Each range of pay has a set spread from minimum to maximum.

Pay ranges are established based upon the knowledge, skills, and abilities required for successful performance of each position. This includes consideration of other critical factors, such as required education, specialization, experience, and level of accountability.

The salary structure is available to employees of Rocky River Public Library.

Analysis and Reconsideration

Salary ranges are expected to be analyzed every two years, during which a test comparing a sampling of jobs (such as those with high turnover or difficult recruitment) is conducted against the market and internally against one another. All positions are assessed annually for major changes.

To maintain the salary structure and remain competitive, the salary ranges are increased by a set percentage at least every other year unless the Board determines a salary range freeze is necessary, in which case the ranges remain stable. The percentage increase is informed by survey data and cost of living indicators. The Director and Fiscal Officer recommend a percentage increase to the Board for consideration, which may be accepted, denied, increased, or decreased. The set percentage may change from year to year.

An in-depth analysis to ensure the continued effectiveness of the compensation system is expected to occur every 5 years. The analysis is conducted by a third-party with experience working with public libraries. The in-depth analysis includes a comprehensive review of all jobs against the market and an internal comparison to determine if the placement of positions within the ranges, as well as the dollar value assigned to the ranges, are still appropriate.

The analysis may include interviews with managers and may include staff surveys to gather necessary information about the job.