



3612 Kutztown Rd
Reading PA 19605

Compensation Policy

The Muhlenberg Community Library seeks to establish a compensation policy that:

- Will attract, retain and reward a qualified workforce
- Will recognize employee performance
- Will be fiscally responsible, externally competitive and internally equitable
- Will assure that resources are used prudently and carefully to accomplish the mission of the organization
- Will assure that excessive benefit to an individual or persons closely associated with the organization (such as officers, directors, founders, top management and their families) does not occur

The Board of Trustees is responsible for approving compensation ranges for the staff of the library. Compensation ranges are listed in the Compensation Policy and reviewed/amended in conjunction with the full policy. Ranges of compensation are determined for each category so that employees can be rewarded for performance and to encourage employee retention.

Compensation ranges for each level are based on, but not limited to a combination of the following factors:

- Job responsibility and judgment/decision making skills required
- Supervision of other employees
- Education necessary to perform the job
- Years of experience in the library field
- Years at Muhlenberg Community Library
- Level of performance of assigned duties
- Previous Performance Reviews
- Budgetary limitation
- Comparable data on compensation from three organizations in the same or similar communities for similar services (e.g. public library or K-12 schools). Comparable data may be obtained from summaries of the Pennsylvania Annual Report, Berks County Public Libraries, informal surveys of local libraries and various online resources.

Compensation ranges are set for specific compensation levels as defined below:

1. Director - 45,000-\$55,000/year (\$23.08-\$28.21)
2. Managerial - \$30,000-\$40,000/year (\$15.38-\$20.51)
3. Professional - \$12.00-\$18.00
4. Library/clerical - \$10.00-\$15.00

Note: Members of the Board of Trustees are volunteers and receive no compensation or consideration.

Director: manages the library, supervises all staff members, has authority to hire and fire, uses discretionary powers regularly, spends less than 40% of time performing tasks not directly related to managerial duties. An MLS degree in Library Science is required.

Managerial: requires advanced knowledge and/or education in the field of library science and/or another relevant field. Staff member does work that is mostly intellectual and varied rather than simply routine or mechanical duties, supervises at least 2 other staff members, has authority to recommend performance reviews, hiring, and firing, uses discretion and judgment within their departments, spends less than 40% of time performing duties not related to managerial duties

Professional: requires advanced knowledge and education in the field of library science and/or education. Staff member does work that is mostly intellectual and varied rather than simply routine or mechanical duties, limited supervision of other staff members, uses discretion and judgment within their departments, spends less than 40% of time performing duties that are not related to professional duties.

Library/clerical: responsible for general library duties or clerical duties. Regularly assists Director,



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managerial staff, and/or professional staff, has minimal supervisory responsibilities and authority, regularly uses discretion and independent judgment in performing duties, spends less than 20% of time performing other duties.

Right of Appeal: Employees who feel that they are miscategorized or that the compensation ranges do not adequately reflect local prevailing wages, should appeal to the Director. After the appeal has been made to the Library Director, employees have the right to appeal to the Board of Trustees.

The compensation salary of the Director is evaluated annually concurrent with annual reviews and budget preparation by the Board of Trustees. Compensation salaries or hourly rates of all other staff are evaluated annually concurrent with annual reviews and budget preparation by the Director. This process typically occurs at the end of the fiscal year (November through December).

Adopted by Board of Trustees 10/12/2009
Reviewed and Amended by Board of Trustees 07/12/2021
Reviewed by Board of Trustees 04/11/2022
Reviewed and Amended by Board of Trustees 05/08/2023