



Library Administrator Compensation & Evaluation Policy

Effective Date: March 18, 2009

I. POLICY OVERVIEW/DESCRIPTION

In compliance with Internal Revenue Service guidelines for the approval of compensation for senior management, the Board of Trustees of the Kellogg-Hubbard Library shall follow a standard practice for appointing Library Administrators, for determining their total compensation, and for conducting performance reviews.

II. ADMINISTRATIVE STRUCTURE

The Board of Trustees is responsible for determining the administrative structure of the Library. It is responsible for drafting and approving Library Administrator position descriptions. It is also responsible for appointing, evaluating, and discharging Library Administrators.

III. COMPENSATION

The Executive Committee of the Board of Trustees shall establish the compensation for Library Administrators, including salary ranges that are reasonable and not excessive, based on a review of salary ranges for similar positions at comparable libraries and non-profit organizations in the Northeastern United States, while respecting the Library's available resources. Among the sources that may be consulted are:

- compensation surveys or studies conducted by the Vermont Department of Libraries, the Vermont Library Association, and the American Library Association
- salary scales for comparable positions, such as school and municipal positions, in the Northeast region
- nonprofit sector compensation reports
- informal research about similar positions conducted locally

The Executive Committee shall act impartially in determining salary ranges. It shall document in meeting minutes the terms of the compensation and the date on which it was approved. It shall also report how it determined the salary range, including the Executive Committee members present and those who voted on it, the comparability data obtained and relied upon, how the data were obtained, and any actions taken regarding any conflict of interest on the part of any member of the committee.

The compensation for Library Administrator positions shall include salary within the established ranges and a package of benefits. Non-negotiable benefits available to Library Administrators are the same as those offered to all Library staff, such as holidays, sick leave, parental and family leave, health insurance, bereavement leave, jury duty leave, retirement benefits, vision insurance, dental insurance, and disability insurance.

The Board of Trustees shall formally approve the compensation before any payment is made.

Administrator salaries may be adjusted annually within the established salary ranges. Factors that may be considered in determining annual salary changes include the Administrator's documented performance and evaluation for the preceding year, the terms of the bargaining unit agreement for employees in union-represented positions, the Board-approved operating budget, and the prudent fiduciary judgment of the Board.

When necessary or appropriate due to changing trends in comparable salary ranges, the Executive Committee may review and adjust salary ranges for Library Administrators.

IV. CONTRACTS

The duties, responsibilities and terms of employment of Library Administrators will be outlined in their position descriptions and contracts, with supplemental information in the *Employee Handbook*, the relevant *Administrator Performance Evaluation Document*, and Library policies and procedural manuals.

The Executive Committee shall draft and approve Library Administrator contracts, based on a standard template. Contracts shall be confidential, internal documents, but shall be made available to all current Trustees.

V. EVALUATIONS

The Executive Committee shall complete an annual performance evaluation of Library Administrators. The evaluation should address whether the person is performing their position's duties as described in the position description and contract, and in accordance with the Library's mission and set priorities.

Evaluations shall follow an established procedure and timeline, to be documented within the minutes of a Board of Trustees meeting. The procedure shall include opportunities for input from all current Library staff and Trustees. Evaluations will use a tool (such as a rubric) to be agreed upon by the Executive Committee and the Administrator under evaluation.

The Executive Committee shall draft and approve an evaluation report that includes all comments from staff and Trustees, in an anonymized format. This report shall be shared with the Administrator under evaluation and made available to all current Trustees.

Administrators have the right to submit a written rebuttal to their evaluation. The administrator's written response shall accompany their evaluation in their official personnel file.

VI. REFERENCES

[Executive Compensation. National Council of Nonprofits.](#)

[Increasing Public Library Compensation: a How-to Guide for Vermont Libraries.](#)
Personnel Committee of the Vermont Library Association. 2009.

[A Manual for Vermont Library Trustees,](#) 6th Edition. Vermont Department of Libraries.
October 2014.

Kellogg-Hubbard Library documents:

- *Procedure for Evaluation and Contract Renewal of KHL Administration*
- *Standard Administrator Contract (Attached).*

VII. REVISION HISTORY

This policy supersedes any Library policies and practices regarding Library Administrator compensation and evaluation in existence prior to its effective date. All earlier versions of this document are superseded by this revision. The Kellogg-Hubbard Library Board of Trustees reviewed and approved this policy on November 17, 2021.

Date	Revision #	Modification
2021-11-17	3.0	Policy updated, renamed and expanded to meet 990s requirements and to support current practice. Policy also supersedes old <i>Personnel Policy</i> .
2014-03-19	2.0	Procedure edited to allow policy to apply to all key management positions. Additional sources for salary comparison added.
2009-03-18	1.0	New policy, <i>Management Compensation</i> approved by Kellogg-Hubbard Library Board of Trustees.

Kellogg-Hubbard Library Standard Administrator Contract

Employment Agreement for (Administrator Name), (Job Title)

Term: This contract renews on July 1, 20XX, and renews annually on July 1st of each year; employment will continue indefinitely on an “at-will” basis, subject to termination at any time by either party upon 30 days’ written notice.

Reports to: Kellogg-Hubbard Library Board of Trustees

Responsibilities and Performance Evaluations: Responsibilities are per the (Position Name) Job Description. The Board of Trustees will complete an annual evaluation; the evaluation will be based on a mutually-agreed upon tool that will include input of staff and board members.

Schedule: This is a full-time, salaried, administrative position. The schedule is flexible, with evening and weekend work as needed; it is anticipated that, over time, weekly hours will average 40 hours.

Annual Salary: Annual salary is \$(salary amount); increases are based on an annual performance evaluation and the Board-approved budget; any adjustments are made annually on July 1st.

Benefits available and fully described in the Bargaining Unit Agreement:

- **Holidays:** The Library is closed for 11 paid holidays per year.
- **Sick Leave:** The employee accrues one sick day per month.
- **Parental & Family Leave.**
- **Health Insurance.**
- **Bereavement Leave:** Up to three bereavement days per year.
- **Jury Duty.**
- **Retirement:** The Library contributes 5.5% of pay to a SEP-IRA plan.
- **Vision Insurance.**
- **Dental Insurance.**
- **Disability Insurance.**

Benefits specific to the (job title) position:

- **Paid Time Off (PTO):** Four weeks of vacation per year plus two additional discretionary days. PTO accrues monthly at the end of each month and unused time will be paid out upon separation. Up to two weeks of unused accrued PTO may be carried forward.
- **Professional Development:** The Library encourages professional development and will pay for annual dues for the Vermont Library

Association and one regional or national professional library association. Administrators may request funds from the Library's professional development budget for participation in conferences or other such activities.

- **Mileage and travel:** For travel to conduct pre-approved Library business, the Library will reimburse for mileage at then-current IRS rates.

Supersedure: This Employment Agreement constitutes the entire understanding between the parties and supersedes any previous understandings or agreements, whether written or oral. Any terms or conditions not contained in this Agreement shall have no binding effect on the parties. Any material changes to this Agreement must be in writing and signed by both parties.

Signed: _____

(Administrator Name)
(Job Title)

(Board President Name)
Board President

Dated: _____
