



ALLEGHENY COUNTY LIBRARY ASSOCIATION

Compensation Policy

Philosophy

The Allegheny County Library Association (ACLA) desires to attract, retain and invest in individuals who are knowledgeable, collegial, interested in continuous learning and developing, and are willing to be accountable as individuals and team members in serving our Membership and achieving our strategic goals. In exchange, ACLA strives to offer meaningful and rewarding work; a team-based, respectful, flexible and nurturing work environment; and, a market competitive, equitable and nondiscriminatory total compensation package. ACLA's total compensation package aims to provide fully proficient individuals a market competitive total compensation package targeted near market median of other similar non—profits (+/- 15%) by:

- Providing market competitive base pay opportunities
Base salaries for fully proficient individual are targeted within 5% of market median and are managed within a range for consistency and equity while also recognizing individual contributions and job proficiency.
- Reinforcing the importance of professional growth, development and continuous improvement
Assuming available funding, employees are eligible for salary adjustments based on their continuous development and improvement in the performance of their job duties.
- Occasionally recognizing “above and beyond” organizational and/or individual performance contributions via discretionary bonuses
Assuming available funding, employees may receive bonuses, as the Board's discretion (for the Executive Director) and at the Executive Director's discretion (for staff), to acknowledge unusual or a-typical performance contributions, efforts or other unique situations.
- Providing comprehensive an competitive health, retirement, paid time off and professional development opportunities
ACLA provides a comprehensive array of benefits generally competitive with typical market norms.

Policy

The ACLA Board contracted with an outside consulting firm to establish pay ranges for positions targeted as noted above. The Board of Directors will annually adopt a budget for personnel expenditures, within which the Executive Director will set staff pay rates within the adopted ranges, based on the principles noted above.

In compliance with Internal Revenue Service guidelines for approval of senior management compensation, the Board of Directors of ACLA will follow the following review and approval guideline for establishing compensation for the Executive Director. The Executive Director holds a position with ultimate responsibility for implementing the decisions of ACLA's governing body or for supervising the management, administration, or operations of ACLA. In reviewing and approving the compensation of the Executive Director, ACLA's Board of Directors will utilize the following process:

1. Impartial Decision Making. The compensation arrangement must be approved in advance (before any payment is made) by the Board of Directors, no one of which has a conflict of interest with respect to the compensation arrangement.
2. Comparability Data. When the Board of Directors is considering compensation for the Executive Director, it will rely on comparability data that demonstrate the fair market value of the compensation in question. This data may include the following:
 - a) expert compensation studies by independent firms;
 - b) written job offers for positions at similar organizations;
 - c) documented telephone calls about similar positions at both nonprofit and for-profit organizations; and
 - d) information obtained from the IRS Form 550 filings of similar organizations.
3. Concurrent Documentation. The Board of Directors will document how it reached its decisions, including the data on which it relied. To qualify on concurrent documentation, written or electronic records of the Board of Directors (such as meeting minutes) must note:
 - a) the terms of compensation and the date it was approved;
 - b) the members of the Board of Directors who were present during the debate on the compensation that was approved and those who voted on it;
 - c) the comparability data obtained and relied upon and how the data were obtained; and
 - d) any actions taken with respect to consideration of the compensation by anyone who is otherwise a member of the Board of Directors but who had a conflict of interest with respect to the decision on the compensation.

Pay Ranges Adopted

Position Title	Minimum Range	Mid-Range	Maximum Range
Executive Director	\$121,100	\$142,400	\$163,800
Finance Director (half-time)	\$ 41,900	\$ 49,300	\$ 56,650
Assistant Director	\$ 70,800	\$ 83,300	\$ 95,800
Mobile Operations Manager	\$ 54,600	\$ 64,200	\$ 73,900
Youth Services Coordinator	\$ 44,700	\$ 52,600	\$ 60,500
Communications & Connections Coordinator	\$ 42,800	\$ 50,400	\$ 57,900
Early Learning Specialist	\$ 38,300	\$ 45,100	\$ 51,900

**These ranges are based on a 2019 study of key positions completed by 3C Compensation Consulting Corporation.*