

# Memo

**To:** Commission Members  
**From:** Darlene Staffeldt, State Librarian  
**Date:** May 20, 2008  
**Re:** 2008 Pay incentive distribution strategy

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Please know that the State Library has approximately \$83,000 dollars left in our personal services budget this year. This money comes from two sources: first, a small amount that was authorized by the Governor and Legislature in 2007 to be used at this time for broadband pay plan competency-based bonuses or raises; and, second, the larger amount comes from the vacancy savings that have resulted from having four to six positions open throughout the year. Based on the State Library Pay Plan policy that I hope you will approve at your June 11<sup>th</sup> meeting, for FY2008, the Managers and I are recommending target market ratio raises for five staff members, as well as one time only bonuses for the entire staff. We feel a one time only bonus is appropriate because it allows us to recognize all staff who have worked hard for the State Library for various numbers of years; it allows us to thank the staff for extra duties as assigned as they all helped cover for the open positions; and it allows us to appropriately use some of these designated monies which cannot be used for equipment or other operating expenses, nor carried over to help with next year's anticipated tight budget resulting from having all positions filled. Whatever money is not expended for these appropriate raises and bonuses will revert to the general fund for the state at the end of this fiscal year.

Our recommendation is to give the following bonus based on number of years with the Montana State Library:

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|--|---------|
| Staff with less than one year at the State Library (3) | \$75    |
| Staff with 1.1 to 5 years at the State Library (12)    | \$750   |
| Staff with 5.1 to 10 years at the State Library (6)    | \$1,500 |
| Staff with 10.1 to 15 years at the State Library (6)   | \$2,250 |
| Staff with 15.1 or more years at the State Library (7) | \$3,000 |

The total cost to the agency for the raises and bonus will be \$52,725

Please let me know if you have any questions at this time. Thank you