

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: May 28, 2015

Re: **2015 State Library pay incentive strategy**

Please know that the State Library currently projects approximately \$30,000 dollars in remaining FY15 personal services funds at the end of the fiscal year. These available funds were generated through vacancy savings that accrued primarily from two open positions within the Library Information Services program, the Metadata Librarian and State Publications Librarian.

In order to make effective use of our personal services budget and broadband pay plan policy, I recommend approval of one-time only bonuses for staff according to the broadband pay plan policy section G. Results Pay – Lump Sum Distribution for Individuals and Teams (http://docs.msl.mt.gov/Central_Services/Staff_Handbook/comm_pols/29_payplan.pdf).

I recommend 1% bonuses for Individual Performance be given to all staff who have at least six months of service with MSL and who have current job profiles and performance appraisals on file. This bonus recognizes the extra effort that was made by staff to implement the new performance appraisal system this year.

I further recommend that the four staff in the Library Information Services Program be given an additional .5% bonus for Team Performance in recognition of the extra work required of these staff to maintain a high level of service with two vacant positions in their program.

Bonuses would be prorated for part time employees and will total approximately \$24,300 broken down as follows:

- General Fund: \$15,350
- LSTA: \$ 3,980
- MLIA: \$ 3,670
- MSC: \$1,300

Although LSTA and MLIA budgets are tighter than they have been in the past, I believe this one time only expenditure is a wise investment in our staff.

Any remaining unspent personal services General Fund will revert to the State.