

Salary and cost of living increase information was collected from area libraries with similar communities/metrics including:

- Crandall (Glens Falls)
- Bethlehem
- Saratoga
- Guilderland
- Albany
- East Greenbush

The salary data received was reviewed and the chart below includes the positions for which a full comparison was available.

Position	Clifton Park	Average	CPH/Average
Library Clerk	\$17.00	\$16.49	1.03
Senior Library Clerk	\$19.00	\$20.45	.93
Librarian I	\$27.00	\$28.30	.95
Librarian II	\$31.00	\$31.97	.97
Library Assistant	\$20.40	\$21.66	.94
Business Manager	\$28.13	\$32.34	.87

The average used in the calculations above excluded the highest and lowest salary for each position. The comparison indicates that most CPH positions are within 5% of the average area salary, although most positions are under the average. In line with our general goal of keeping CPH on par with our neighbors, appropriate increases are required.

We will continue to poll other libraries annually for salary updates. Changes are made every year and it is crucial that we maintain the salary levels and not fall behind. For example, in 2023 Saratoga and Crandall both increased their minimum salary for full-time Librarian I to \$30.40 (up from \$27.16 and \$24.42 respectively). This was done in response to the increase in the minimum salary range under FLSA (increased to \$1,064.25 per week, or \$55,341 annually) effective December 31, 2022.

Inflation

The rate of inflation has increased dramatically over the past two years. The Northeast CPI is up 4.3% from March 2022 to March 2023, this is down from 5.9% in February.

Cost of Living Increases

A review of cost of living increases for the 2023 fiscal year indicates a variety of increases:

- Crandall 3% ATB with merit increases
- Saratoga Springs 5% for 2023/2024 budget year; also made mid-year increases around the exempt threshold
- East Greenbush 3% ATB;
- Guilderland 4% ATB;
- Colonie 2.4% per contract; 2.75% for 2024 per contact
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- Actions by other libraries plus inflation increase lead us to call for 5% COL/inflation increase for positions not otherwise adjusted.

Staff Feedback

Staff are aware of the starting salaries of neighboring libraries, particularly for full-time librarians. Postings for Saratoga Springs and Bethlehem full-time Librarian I are offering \$30.40 per hour. In addition, supervisors are reporting that salaries and benefits are being discussed at annual reviews. A recent posting for a full-time Librarian I at CPH (digital services) received only two applications. We suspect salary may have been a factor.

Salary Change Recommendations

Pages

- Very little data on page wages (Current CPH salary is \$15.00)
- Crandall and SSPL \$15.25 and \$15.38 respectively
- Minimum wage increased \$1 per hour to \$14.20, a 7.5% increase
- minimum wage data will not be available until the fall of 2023 for 2024, but a 7.5% increase would put the state minimum wage at \$15.27
- **Recommend a 5% increase to CPH would raise pages to \$15.75**

Library Clerk

- CPH is above the average
- Bethlehem pays clerks significantly more (\$19.39 per hour vs \$17 at CPH)
- **Recommend a 5% COL increase to \$17.85**

Senior Library Clerk

- CPH is below the average
- **Recommend increasing Senior Library Clerk starting salary to \$20.50 (7.8%) to meet general average**

Librarian I

- Changes to the FLSA in 2023 have put the FLSA salary threshold to \$1,064.25 per week for exempt workers. This has caused several libraries to increase their Librarian I salary rate to \$30.40 per hour.
- CPH starting rate for Librarian I is \$27 per hour.
- **Recommend increasing full-time Librarian I starting rate to \$30.40 (12.6%) per hour, to match Saratoga Springs and Crandall.**
- Salaried employees have more responsibility than substitutes, who only work in the desk.
- **Recommend creating a substitute Librarian I category at a lower rate than full-time, \$28.35 per hour (5% higher than current starting rate)**

Librarian II

- CPH is below the average
- **Recommending increasing the starting rate to \$32 per hour (3.2%)**

Library Assistant

- CPH is below the average
- **Recommend increasing the starting rate to \$22 per hour (7.8% increase) community average rounded up**

Business Manager

- CPH is below the average
- **Recommend increasing the starting rate to \$33 per hour (7.8% increase) community average rounded up**

Health Insurance

- The proposals include an increase in the library contribution to 70% (At last board meeting we approved a library contribution of 60% for the current budget year, retroactive to April 1, 2023. This recommendation for the 2024 budget year would bring us closer to our final goal of a 75% contribution.
- This is an estimated increase of approximately \$8,100.

Recommendation

The cost of the recommendations outlined above with employment taxes and benefits

	2023		2024	
	adjustments & 3.5%		5%	
Part-time	\$ 56,986		\$ 25,037	
Salaried	\$ 110,547		\$ 135,533	
	\$ 2,225,000		\$ 2,392,533	
Total	\$ 2,392,533	3.70%	\$ 2,553,103	6.71%
Benefits/Taxes				
Retirement	\$ 250,000		\$ 250,000	
Health Insurance	\$ 131,349		\$ 139,525	
Workers Comp/Disability	\$ 20,208		\$ 21,316	
OASDI	\$ 170,325		\$ 178,717	
Benefits/Taxes	\$ 571,882	-1.23%	\$ 589,558	3.09%
Total Salaries/Benefits	\$ 2,964,415	2.71%	\$ 3,142,661	6.01%
			\$ 178,246	