

# Library Salary Improvement Program

## Northeast Kansas Library System

### Introduction

When the Northeast Kansas Library System revised its criteria for Public Library Development Grants in 2002, a program to improve library salaries, particularly for library directors, was a major goal.

Because compliance with the criteria are a mandatory condition for eligibility for Library Development Grants, the salary requirements are intended to determine minimal starting salaries for library directors. Libraries are encouraged to aspire to the salary goals in *Compensation Guidelines for Kansas Public Library Directors*.

Although based in principle on the service levels in *Measurements of Quality: Public Library Standards for Kansas*, the service levels in the Public Library Development Grants are not based upon service population. Libraries self select the service level they will attain. One additional level, Service Center II, has been added.

A significant number of libraries have increased the salaries of library directors as a result of this program, although those increases were relatively modest in many cases. There have been very few objections raised by library boards to these salary requirements.

### Library Personnel Criteria

Yes No

\_\_\_ \_\_\_ 39. Library staff pursue an ongoing program of continuing education activities. The library pays registration, salary and travel expenses for attendance at approved continuing education activities. The library

Yes No

board provides appropriate monetary or other incentives and recognition for completion of approved continuing education goals.

- \_\_\_ \_\_\_ 40. The library director graduates from the KPLACE training program within five years after appointment as library director. The KPLACE program requires three years for completion. This requirement will not apply to persons employed as library director prior to January 1, 2002. However, all library directors are strongly encouraged to participate in the KPLACE program, regardless of length of service.
- \_\_\_ \_\_\_ 41. The library maintains and pays for a personal membership for the library director in the Kansas Library Association.
- \_\_\_ \_\_\_ 42. The library employs sufficient staff to meet service needs. That staff includes a paid library director. Total paid staff equal at least 1 per hour of service (example: 32 hours of service per week requires at least 32 hours of paid staff). The library director has at least 2 hours per week of paid time for administrative duties. This may be accomplished when other paid or volunteer staff are available, or when the library is closed to the public. When appropriate, the library uses the substitute librarian program of the Northeast Kansas Library System.
- \_\_\_ \_\_\_ 43. The base (starting) salary for the library director is at or above the minimum salary level identified for the appropriate criteria level and educational background. Minimum salary rates are based on an analysis of current salaries. The minimum salary rates for 2002 are provided as Appendix A of these criteria. Library boards should consider the following issues relating to this issue:
- These are *minimum* starting salaries; library boards are urged to consider prior experience, education, and skills in setting actual starting salaries.
  - In applying these rates to current library directors, library boards should also consider the library director's length of service and performance.

Yes No

- Libraries may apply for a modification of minimum salary rates if they wish to provide improved employee benefits (e.g., medical insurance) in lieu of salary.
- Libraries may submit proposals to phase in salary improvements by January 1, 2004.

\_\_\_ \_\_\_ 44. The library board annually conducts a written evaluation of the library director's performance.

\_\_\_ \_\_\_ 45. Provided the library director's performance is satisfactory, a cost of living salary increase is provided that is at least equal to the three-year average of the consumer price index. Library boards are strongly urged to provide an additional merit salary increase for the library director that considers the following factors:

- The quality of the library director's performance.
- Success in meeting goals established by the library board.
- The library director's length of service in the position.
- Attainment of major continuing education goals, including KPLACE graduation, Public Librarian Certificate, the Library Employee Education Program (LEEP), or a Master's Degree in Library Science (MLS).

\_\_\_ \_\_\_ 46. The library director annually conducts a written evaluation of the performance of all other library employees. The library director annually recommends to the library board salary increases for other library employees based upon job performance, continuing education, and length of service.

## **2004 Base Library Director Salary Ranges**

This schedule of minimum salaries for library directors is based on a statewide study of library salaries and an analysis of average salaries for libraries in the Northeast Kansas. It provides for a 10% salary increase for library directors with

either a college (bachelor's) degree or graduation from the KPLACE training program, and an additional 10% increase for library directors with both of those qualifications. These are minimum starting salaries; library boards are urged to consider prior experience, education, and skills in setting actual starting salaries. In applying these rates to current library directors, library boards should also consider the library director's length of service and performance.

In cases where current salaries are significantly below these minimum rates, a plan for gradual attainment of minimum salary rates may be proposed.

The minimum salary scale will be reviewed annually by the Executive Board of the Northeast Kansas Library System. All salary ranges have been increased by 2.3% in 2004 to reflect the average cost of living as reported in the Consumer Price Index. Merit increases that may be adopted by library boards are in addition to these cost of living increases.

<b>Service Level</b>	<b>Minimum</b>	<b>Bachelor's Degree OR KPLACE Graduate</b>	<b>Bachelor's Degree AND KPLACE Graduate</b>	<b>MLS Degree (Masters in Library Science)</b>
Gateway Library	\$7.16	\$7.88		
Linking Library	\$8.18	\$9.00	\$9.90	
Service Center I	\$9.21	\$10.13	\$11.14	\$15.35
Service Center II	\$10.23	\$11.25	\$12.38	\$15.35
Major Service Center I			\$13.30	\$15.35
Major Service Center II				\$19.18