

Building A Justification For Better Compensation

These questions are intended to help you highlight the accomplishments of your library administration. Your education, skills and accomplishments are the best justification for a correct professional salary and benefits.

Please remember that system and state library personnel would be glad to work with you to build such a case.

Building program

Has there been a building program during your administration? What roles did you play in its success?

How did your building program result in a beautiful and effective library?

Building management

Have you developed a building management plan?

Is your library a very attractive and welcoming environment that is also easy to use?

Has your administration been responsible for any major improvements to the building?

Personnel development

Has your administration developed job descriptions, a staff development plan, salary schedules or a personnel policy manual?

What special skills are held by your staff members? These may include but are not limited to:

- accounting and fiscal management
- volunteer management
- community leadership skills
- professional knowledge of print and electronic reference sources
- professional collection management skills
- special training and abilities in library technology
- web publishing
- marketing and public relations

- program and conference planning
- fundraising
- public speaking
- working with children
- working with teens
- storytelling
- writing

Library training

Describe the formal education credentials held by you and your staff members.

Describe the training you and your staff members have received through the regional library systems, the Library Services Certificate Program at SLIM-ESU and the KPLACE Institute.

Include any high level LEEP certificates you have earned and indicate the value of hundreds of hours of library training.

Volunteer development

Have you made use of volunteer staff at your library? Describe the successes of this program?

Have good volunteer(s) saved your library a significant amount of money? Try to estimate how much.

Financial development

Has the library gained better financial support during your administration?

What parts of your library program have received financial priority and why?

Have you developed a capital improvement fund?

Financial management

Describe any financial policies that have been developed during your administration.

Describe any financial procedures that have been automated during your administration.

Community fundraising

Has your administration had any successes in community fundraising?

Can you place a value on materials and services that have been donated to the library? This is often a neglected, but significant, achievement in small libraries.

Technology use

Do you and your staff have really good Internet searching skills? Comment on these, how they have been developed and their value to the community.

Does your library offer any Internet classes to the public? Comment on the value offered to the community.

Try to think of all the functions that the library now does through automation. It can be quite an impressive list.

Collection management

What developments have taken place in collection management and development during your administration? Have any collections been added or dramatically improved during your administration?

Do your collections have impressive circulation? Take a look at your circulation per capita.

Do your collections have a really good weeding program?

Do your collections have really good signage?

Electronic Information

Does your library have an adequate number of public access computer stations? Were any of these purchased through grant programs rather than through the library's budget?

Is your staff able to help library users access electronic information effectively? Comment on the tremendous information resources available through electronic access.

Do you know how many people use the Internet at your library?

Library programs

Describe briefly the most successful programs that have been sponsored by your library? Comment on the value in entertainment or information or both.

Have the library's programs made the library more visible to the community?

Are there any target audiences that have received special benefits from library programs?

Marketing and public relations

What has been done during your administration to make the library visible to the community? Describe any library marketing projects that you are really proud of.

Do you have any evidence that the community residents consider the library to be critically important to the community's quality of life.

Does your library have any attractive and effective print publicity?

Does your library have an attractive and effective web page?

Take a look at your library circulation. If it is over 10 or 12 circulations per capita, that is a sign that your library is doing extremely well and it is a performance indicator that deserves some publicity. If your circulation per capita is less than 4, that should be regarded as a sign that your library needs more effective marketing.

Community leadership

Describe any offices or leadership positions that you have held in your community.

Describe any offices or leadership positions you have held in your system or the Kansas library community.

Describe any leadership training programs you have participated in in your community or your profession.

Comparable positions

Does the Library Administrator earn a salary that is comparable to salaries paid for positions of similar responsibility? These would include city department heads and other professional positions held by members of the community, where the duties include planning, technology, staff administration, financial management, research, marketing or other professional duties.