

Data in Action Series

Requesting Staff Salary Increases

All library directors want their staff to be fairly compensated but it is often difficult to make the case for salary increases. Using a combination of local and national data, you can put together a case for salary adjustments.

1. Always be sure that your library’s long range plan and your programs and services are in alignment with your community’s needs and goals.

- Study the town’s comprehensive plan, if available, or other planning documents.
- Always have a library presence at select board or town council meetings just to note what is being talked about.
- Pay attention to the town bulletin board if there is one.
- Offer to speak at local service group meetings and then stay to hear what they talk about.

2. Begin with public library annual report statistics.

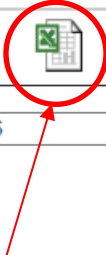
A. Open the report at:

<http://www.countingopinions.com/pireports/report.php?f3673918e060c1b05c2da030e027b788>

Data to Justify a Staff Salary Increase

Collection: Maine Public Library Statistics Period: **2016, (Start 2016-01)**

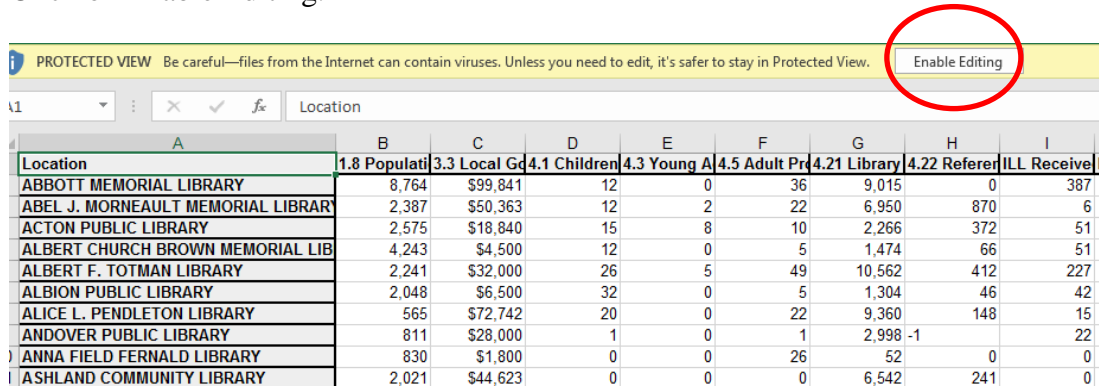
Location (262)	1.8 Population of the Legal Service Area	2.8 Total Paid Employees	Total Number of All Paid Employees
ABBOTT MEMORIAL LIBRARY	8,764	2.00	3
ABBOTT MEMORIAL LIBRARY			
ABBOTT MEMORIAL LIBRARY			
ABEL J. MORNEAULT MEMORIAL LIBRARY	2,387	1.50	2
ABEL J. MORNEAULT MEMORIAL LIBRARY			
ABEL J. MORNEAULT MEMORIAL LIBRARY			
ACTON PUBLIC LIBRARY	2,575	0.51	2
ACTON PUBLIC LIBRARY			
ACTON PUBLIC LIBRARY			
ALBERT CHURCH BROWN MEMORIAL LIBRARY	4,243	0.25	1



Click on the Excel icon and download the spreadsheet to your computer.

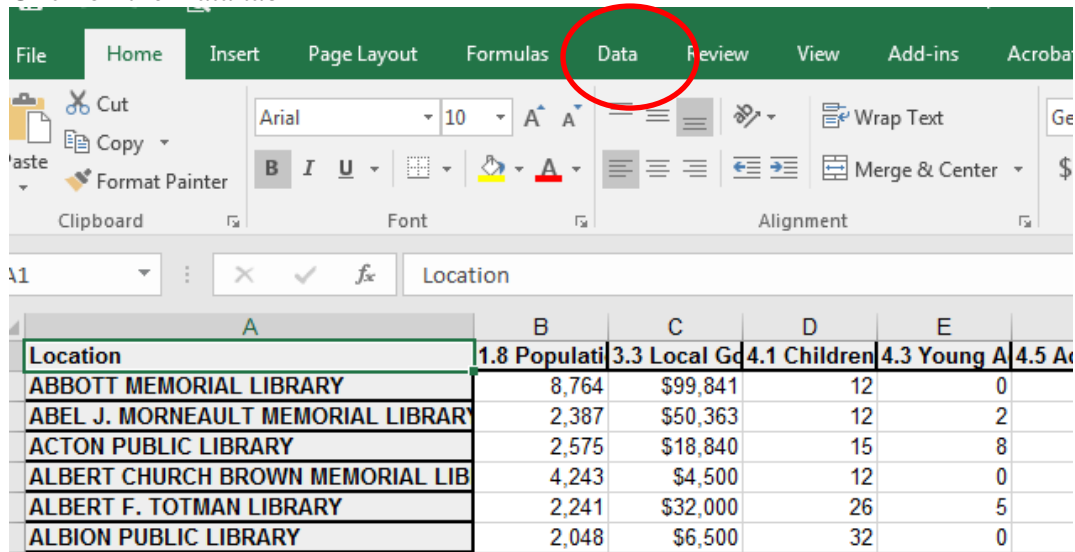
Data in Action Series

Click on Enable Editing.

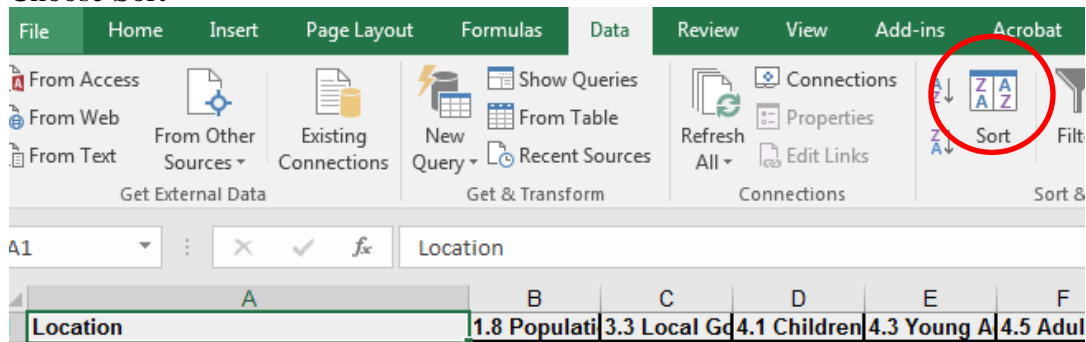


B. Follow these steps to set up a peer comparison group by sorting the data by population.

Click on the Data tab

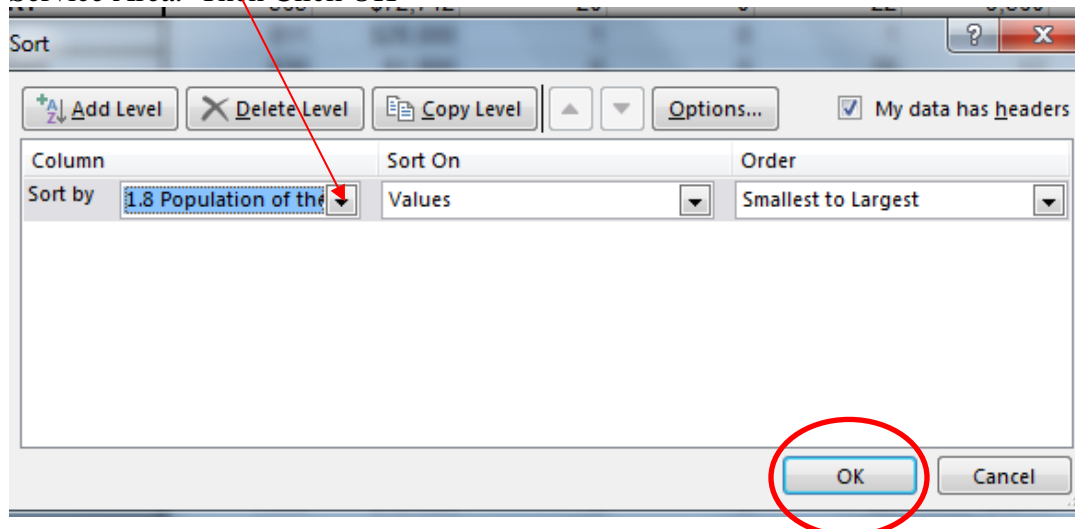


Choose Sort



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Click on the Arrow on the right side of the Sort By box and choose 1.8 Population of the Service Area. Then Click OK



Locate your library in the sorted data and choose peers within 1,000-4,000 of your population. If that group is too large, narrow the population.

Analyze the data for that group to determine if your staff salaries are in line with comparable positions in your library peer group. (Note: Anywhere in the spreadsheet that you see “-1” means that the library did not report any data.)

3. National Surveys

- The American Library Association (ALA) Annual Salary Survey published in the fall in *American Libraries*. Check the resources on the ALA page at: <http://www.ala.org/educationcareers/employment/salaries>
- The Public Library Data Survey published by the Public Library Association in the spring edition of *Public Libraries* often contains salary information.

4. Other Data Sources

- Bureau of Labor Statistics
 - Librarians: <https://www.bls.gov/oes/current/oes254021.htm>
 - Library Technicians: <https://www.bls.gov/oes/current/oes254031.htm>
 - Salary Percent Change (Inflation rate) – choose the twelve month table for either Private Industry Workers all industries or State and Local Workers all industries [https://beta.bls.gov/dataQuery/find?fq=survey:\[ci\]&s=popularity:D](https://beta.bls.gov/dataQuery/find?fq=survey:[ci]&s=popularity:D)
- Check the salaries for other town department positions with similar job responsibilities (budgeting, staff supervision, work independently, public service, computer skills, etc.)

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You now have a comprehensive picture of how your staff's salaries stack up against other town positions, peer libraries and regional and national salaries. Only you can determine which data will make the most compelling case for your staff.

For tips in presenting this information to your stakeholders, watch the webinar 'Data Visualization for the Rest of Us: A Beginner's Guide' at <https://my.nicheacademy.com/mslstaff/course/5470>