

CHECKLIST FOR PERSONNEL

1. Staff or consultants have the collective skills to assess needs, set objectives and evaluate library programs.

Completed In progress Not planned

2. Staff delivers necessary bibliographic services.

Completed In progress Not planned

3. Staff does strategic planning for the library's future, selects and uses all library materials, promotes library services, communicates library policy, maintains familiarity with new technologies and extends quality customer service to every library user.

Completed In progress Not planned

4. Every staff position has a written position description.

Completed In progress Not planned

5. Library has a written personnel policy which includes unbiased employment, initial and periodic evaluation, salary development, benefits, continuing education, and schedules of days the library is closed.

Completed In progress Not planned

6. Staff is sufficient to provide efficient library service during all hours when the library is open.

Completed In progress Not planned

7. Staff includes the services of an MLS librarian in some manner.

Completed In progress Not planned

8. The staff size meets minimum requirements for the size of library.

Completed In progress Not planned

9. Library has a written salary schedule. Salaries for support staff are competitive with positions of comparative responsibility in education or local government in the community. The director's salary is at, or incrementally approaching, the standard set for the community's population in the Compensation Guidelines for Kansas Public Library Directors.

Completed In progress Not planned

10. Library has semi-annual or annual evaluation for both director and library staff. Evaluation procedures include self-evaluation as well as supervisory evaluation. Evaluation procedures combine written evaluation with full interview.

Completed In progress Not planned

11. Library staff has appropriate levels of education for the size of the community.

Completed In progress Not planned

12. Library directors who have the MLS degree are paid a competitive salary for the population served.

Completed In progress Not planned

13. Library support staff that have the MLS degree are paid at least \$26,500 or the equivalent salary pro-rated for part-time work.

Completed In progress Not planned

14. Library has a written continuing education policy as part of their personnel policies.

Completed In progress Not planned

15. Membership in the Kansas Library Association for institution, Trustees, and supervisory staff is maintained.

Completed In progress Not planned

16. Membership in MPLA and/or ALA has been implemented or considered.

Completed In progress Not planned