

Louisburg Library Staffing Plan

Accreditation Standard #28:

The library adopts a staffing plan that addresses job descriptions, competencies, organizational development and succession planning.

Job Description Management

- Review, update, and standardize job descriptions. **Spring 2021**
- Ensure job descriptions are supported with Personnel policies where needed
 - * Staff Attitude and Conduct
 - * Absence/Tardiness
 - * Changes in Position
 - * Dress Code
 - * Non-Harassment Policy

Competencies

- Some competencies included in job descriptions
- Training plan for staff competencies
- Guidance and training programs available through NEKLS, KLA, PLA, ALA, WebJunction, etc.
- Core competencies:
 - * Model:
<https://shakerlibrary.org/about-us/mission-vision-values/core-compentencies/>
 - * Draft:
<https://docs.google.com/document/d/1WiaFVaMKkkHh9cWK9N26NZdR6WendoI02U7rL-O9Ey0/edit?usp=sharing>

Organizational Development

- Implement Core Competencies
- Existing Continuing Education policy references the NEKLS standards
- Include continuing education requirements in annual goals

Succession Plan

- Key Positions:
 - * Director
 - ⇒ Position last filled: May 2003
 - ⇒ Job Description reviewed and updated 2021
 - ⇒ Identify critical skills, characteristics, and desired attributes
 - ⇒ Assess staff for their potential to step into a key position
 - ⇒ If identified, develop employees who show potential with training and mentoring

- ⇒ With Board, discuss last Director job search
- ⇒ Discuss need for interim director/person in charge

- * Administrative Assistant

- ⇒ Position last filled: March 2012
- ⇒ Job Description reviewed and updated 2021
- ⇒ Training manual in case of sudden vacancy is in a peach binder located in the white hutch

- * Collection Development

- ⇒ Position last filled: October 2017
- ⇒ Job Description reviewed and updated 2021
- ⇒ Training manual in case of sudden vacancy is located in the hutch above desk

- * Interlibrary Loan

- ⇒ Position last filled: June 2020
- ⇒ Job Description reviewed and updated 2021
- ⇒ Training manual in case of sudden vacancy is located in hutch above desk

- Resources

- * <https://www.tsl.texas.gov/ldn/workshops/slm/successionplanning>
- * <https://www.slideshare.net/MontanaStateLibrary/emergency-succession-planning-2016-1>
- * https://libraries.msl.mt.gov/learning/library_development/administration/succession
- * <https://web.ncls.org/page/succession-planning>

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