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:
  - Draft:
    [https://docs.google.com/document/d/1WiaFVaMkkHh9cWK9N26NZdR6WendoI02U7rL-O9Ey0/edit?usp=sharing](https://docs.google.com/document/d/1WiaFVaMkkHh9cWK9N26NZdR6WendoI02U7rL-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.tsl.texas.gov/ldn/workshops/slm/successionplanning)
  * [https://www.slideshare.net/MontanaStateLibrary/emergency-succession-planning-2016-1](https://www.slideshare.net/MontanaStateLibrary/emergency-succession-planning-2016-1)
  * [https://libraries.msl.mt.gov/learning/library_development/administration/succession](https://libraries.msl.mt.gov/learning/library_development/administration/succession)
  * [https://web.ncls.org/page/succession-planning](https://web.ncls.org/page/succession-planning)

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