Chapter 3
Personnel

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Applicable Core Standards—Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (*See* Appendix J)

2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. If adult and children's reference or reader's advisory services are offered from two service points, this practice continues during all library hours. (*See* Appendix K)

3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. Staff members have access to these documents.

4. Personnel policy, job descriptions, and hiring practices are in compliance with the EEOC guidelines and the requirements of the *Americans with Disabilities Act*.

5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent.

   The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.

   Example: In 2007-2008, median salary of entry-level public school teacher with master's degree was $36,191. Divide this amount by 10 and multiply the result by 12. $36,191/10 = $3,619 x 12 = $43,429. (The figures were supplied by the Illinois State Board of Education, Data Analysis and Progress Reporting, 100 North First Street, Springfield, IL 62777-0001, phone: (217) 782-3950, fax: (217) 524-7784.)

   The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and continuing education through the services of the regional library systems and the Illinois State Library.

7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.

8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; participation in relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides funding to train staff in the use and maintenance of new technology and equipment.

10. The library provides online access to library journals and other shared cooperatives as well as professional literature for the staff.

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

    Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
    Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
    Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
    Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
    Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
    Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
    Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
    Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws would be:

    Environment Barriers Act [410 ILCS 25/1 *et seq.*]
    Illinois Accessibility Code [71 ILCS Admin. CODE & 400 *et seq.*]
    Open Meetings Act [5 ILCS 120/1 *et seq.*]
    Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
    Local Records Act [50 ILCS 205/1 *et seq.*]
    State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
    Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
    Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
    Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
    Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
    Bloodborne Pathogens Standard [29 C.F.R. & 1910.1030]
    Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
    Minimum Wage Act [820 ILCS 105/1 *et seq.*]
    Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
    Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
    Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
    Local Government Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
    Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]

Personnel Checklist

_____ Library has a board-approved personnel policy.

_____ Library has staffing levels that are sufficient to carry out library's mission.

_____ Library has a long-range plan.

_____ Library has job descriptions and a salary schedule for all library positions.

_____ Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act.*

_____ Library salaries and fringe benefits account for up to 70 percent of total operations budget.

_____ Library gives each new employee a thorough orientation.

_____ Library evaluates staff annually.

_____ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

_____ Library provides staff online access to library literature and other shared cooperatives.

_____ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

_____ The library complies with state and federal laws that affect library operations.

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Web sites

American Library Association
http://wikis.ala.org/professionaltips
http://ala-apa.org/

Appendix K
Recommended Staffing Levels

POPULATION	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	0.05	0.25	0.5	0.75	1
1,000 – 2,499	1	0.25	0.5	1	1.5
2,500 – 4,999	1	0.25	0.5	1	1.5
5,000 – 9,999	2	0.25	0.5	1	1.5
10,000 – 14,999	4	0.25	0.5	1	1.25
15,000 – 24,999	8	0.25	0.5	0.9	1.25
25,000 – 49,999	18	0.25	0.5	0.75	1
50,000 – 74,999	30	0.25	0.5	0.75	1
75,000 – 99,999	45	0.25	0.5	0.75	1
Over 100,000	60	0.25	0.5	0.75	1

Example

1. The library's jurisdictional population is 8,500.

2. The library wishes to achieve the "growing" level.

3. The library's population places it in the 5,000-9,999 population range. The "base" for this range is 2 FTE.

4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.

5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

This table was reviewed by the *Serving Our Public 2.0 Taskforce*. The statistics were compared to other state compilations as well as the last two years of *Illinois Public Library Annual Report* (IPLAR) and found to be appropriate.