

Personnel Comparisons

For each category of employee, figure the annual cost of salary and benefits. Instructions on back.

For Category I: Directors							
Library Name	Salary	FICA	Retirement	Health Ins.	Life Ins.	Other	TOTAL
For Category II:							
Library Name	Salary	FICA	Retirement	Health Ins.	Life Ins.	Other	TOTAL
For Category III:							
Library Name	Salary	FICA	Retirement	Health Ins.	Life Ins.	Other	TOTAL
For Category IV:							
Library Name	Salary	FICA	Retirement	Health Ins.	Life Ins.	Other	TOTAL

Instructions: Use as many categories as necessary. Begin by developing categories of employees that meet your library's (or libraries') situation. Sample categories may include:

- Other Professional Positions
- Clerical

- Youth Services
- Adult Services
- Children’s Services
- Technical Services
- Circulation
- Pages / Shelves
- IT (Information Technology)
- Part-Time Employees

Categorize all positions within the participating libraries. For example, if you are using ‘Other Professional Positions’, you might put all assistant directors, children’s librarians, technical services librarians, and reference librarian positions in that category.

Figure the salary for the actual annual hours worked for each position in the category. If more than one position in a category exists in a library, use the average annual salary and benefits for those positions.