

Public Library Compensation & Staffing Survey

Introduction

In May 2021 the Vermont State Legislature created the Working Group on the Status of Libraries in Vermont. The Working Group will submit a report by November 1, 2023 to the House and Senate Committees on Education. Your participation in this survey is an important part of the research that will inform this report.

The Working Group is partnering with Constructive Disruption on survey development and deployment. Constructive Disruption provide the Vermont library community support in survey completion and data analysis.

Your participation in this survey is confidential. Thank you for taking the time to support this effort.

Before you Begin

Because the survey platform will not allow you to save the survey and return to it, you must complete the survey in one session.

We recommend reviewing the complete set of questions in the Word Document or PDF posted on the Working Group's webpage and gathering information to inform your responses prior to beginning the survey.

<https://libraries.vermont.gov/services/initiatives-and-projects/working-group-status-libraries-vermont>

Section A: Public Library Overview

All fields in this section are requires. We are collecting specific details about your library to help ensure that the diversity of libraries in our state is represented in the data collected. This information will not be shared.

1. Public Library Name

2. Full Name of Library Director or Trustee completing the survey

3. Email address of Library Director or Trustee completing the survey

4. Alternate email address (if applicable):

5. Telephone number of Library Director or Trustee completing the survey:

6. County

7. Is your library incorporated or municipal? (incorporated/municipal)

If yes, what is the name of your municipality?

8. Is your library a part of another, larger governing organization?

___ Yes

___ No

If no, skip to next question.

If yes, what is the name of the larger organization?

Library Open Hours

All fields are required in this section.

1. Which days each week is your library open to the public?

___ Sunday

___ Monday

___ Tuesday

___ Wednesday

___ Thursday

___ Friday

___ Saturday

2. How many total hours each week is your library open to the public?

3. How many hours each week is your library open to the public on weekdays after 5pm?

4. How many hours each week is your library open on the weekend?

5. How many weeks is your library open to the public each year?

Section B: Staffing Levels and Compensation

In this section of the survey, we ask you to input details about your staff. Please choose the staff classification category that best fits the duties assigned to each staff member, even if not an exact match. Feel free to note any major differences between our description of staff positions and the duties assigned to those positions at your library in the available comments fields.

Each staff member directly employed by your library should be entered into the survey just one time, in whichever staff classification category is the best fit. For example, if the Assistant Director is also the Children's Librarian, they should be listed in the Assistant Director area but the additional comments should reflect their other duties for each position.

To complete this section, you'll need to have a list of staff positions handy, plus the following details:

- Educational requirements
- Number of people in the position
- Average or typical number of hours worked weekly
- Average or typical hourly rate of pay
- Average or typical number of years staff members have worked in this position

Not all fields are required in this section. Please complete the questions for the positions that align to your staff positions and skip those that do not apply.

1. Library Page or Shelver

A Library Page or Shelver works under supervision to return items to their proper places on the shelves and keep all items in the correct order. Shelves may also retrieve items from the shelves.

1a. Educational requirements of Library Assistant or Library Clerk position:

- ___ no educational requirements
- ___ high school or GED
- ___ college degree
- ___ VT Certificate of Public Librarianship
- ___ VT School Media License
- ___ Master's Degree (any field)
- ___ Master's Degree in Library Science

1b. Number of Library Assistant or Library Clerk positions (use a whole number)

1c. Total number of hours worked weekly by Library Assistant or Library Clerk positions

1d. Average hourly rate of pay of Library Assistant or Library Clerk positions

1e. Average number of years in position

1f. Additional Duties:

1. Library Assistant or Library Clerk

A Library Assistant or Library Clerk works under supervision, performing clerical or support functions which may include checking materials in and out, answering the phone, and answering simple reference questions.

2a. Educational requirements of Library Assistant or Library Clerk position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

2b. Number of Library Assistant or Library Clerk positions (use a whole number)

2c. Total number of hours worked weekly by Library Assistant or Library Clerk positions

2d. Average hourly rate of pay of Library Assistant or Library Clerk positions

2e. Average number of years in position

2f. Additional Duties:

2. Library Technical Assistant or Library Technician

A Library Technical Assistant or Library Technician may supervise other staff in a limited capacity. The person in this role administers library programs and assists the librarian with all aspects of running a library and the person in this role may answer reference questions. This position is distinct from the Library Assistant/Clerk position in that its duties are more complex and broader in scope.

3a. Educational requirements of Library Technical Assistant or Library Technician position:

- ___ no educational requirements
- ___ high school or GED
- ___ college degree
- ___ VT Certificate of Public Librarianship
- ___ VT School Media License
- ___ Master's Degree (any field)
- ___ Master's Degree in Library Science

3b. Number of Technical Assistant or Library Technician positions (use a whole number)

3c. Total number of hours worked weekly by Technical Assistant or Library Technician positions

3d. Average hourly rate of pay of Technical Assistant or Library Technician positions

3e. Average number of years in position

3f. Additional Duties:

3. Circulation Supervisor

A Circulation Supervisor is primarily focused on the hiring, training, and scheduling of both staff and volunteers, along with the management of daily operations within the circulation department. The Circulation Supervisor may also be responsible for aspects of collection maintenance and may answer reference questions.

4a. Educational requirements of Circulation Supervisor position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

4b. Number of Circulation Supervisor positions (use a whole number)

4c. Total number of hours worked weekly by Circulation Supervisor positions

4d. Average hourly rate of pay of Circulation Supervisor positions

4e. Average number of years in position

4f. Additional Duties:

4. Cataloger

A Cataloger keeps accurate records of all items in the library database by performing original cataloging, copy cataloging, and database management.

5a. Educational requirements of Cataloger position:

___no educational requirements

___high school or GED

___college degree

___VT Certificate of Public Librarianship

___VT School Media License

___Master's Degree (any field)

___Master's Degree in Library Science

5b. Number of Cataloger positions (use a whole number)

5c. Total number of hours worked weekly by Cataloger positions

5d. Average hourly rate of pay of Cataloger positions

5e. Average number of years in position

5f. Additional Duties:

5. Children's or Youth Services Librarian

A Children's or Youth Services Librarian is responsible for all aspects of programming for children and teens, including library outreach to youth-focused schools and organizations. The person in this role supervises the children's and teen areas of the library, and they serve as the lead in providing reference and reader's advisory services for children and teens. This individual is also responsible for selection, development, and maintenance of the children's and teen collections. This position is distinct from *Teen Services Librarian* because it is focused either on services to all children under the age of 18 or on children younger than thirteen.

6a. Educational requirements of Children's or Youth Services Librarian position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

6b. Number of Children's or Youth Services Librarian positions
(use a whole number)

6c. Total number of hours worked weekly by Children's or Youth Services Librarian positions

6d. Average hourly rate of pay of Children's or Youth Services Librarian positions

6e. Average number of years in position

6f. Additional Duties:

6. Teen Services Librarian

A Teen Services Librarian is responsible for all aspects of programming for teens, including library outreach to teen-focused schools and organizations. The person in this role supervises the teen areas of the library, and they serve as the lead in providing reference and reader's advisory services for teens. This individual is also responsible for selection, development, and maintenance of the children's and teen collections. This position is distinct from *Children's or Youth Services Librarian* because it is focused specifically on services youth ages 13 and older.

7a. Educational requirements of Teen Services Librarian position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

7b. Number of Teen Services Librarian positions
(use a whole number)

7c. Total number of hours worked weekly by Teen Services Librarian
Librarian positions

7d. Average hourly rate of pay of Teen Services Librarian positions

7e. Average number of years in position

7f. Additional Duties:

7. Adult Services Librarian

An Adult Services Librarian is responsible for all aspects of programming for adults, including library outreach to community organizations. The person in this role supervises the adult areas of the library, and they serve as the lead in providing reference and reader's advisory services for adults. This individual is also responsible for selection, development, and maintenance of the adult collections.

8a. Educational requirements of Adult Services Librarian position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

8b. Number of Adult Services Librarian positions (use a whole number)

8c. Total number of hours worked weekly by Adult Services Librarian Librarian positions

8d. Average hourly rate of pay of Adult Services Librarian positions

8e. Average number of years in position

8f. Additional Duties:

8. Supervising Librarian

A Supervising Librarian works under the general direction of the Library Director. The person in this role is responsible for management and workflow of a specific department within the library. This includes training and evaluating staff, assisting with the development of goals and budgets as they pertain to a specific department, along with serving as a member of the management team.

9a. Educational requirements of Supervising Librarian position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

9b. Number of Supervising Librarian positions
(use a whole number)

9c. Total number of hours worked weekly by Supervising Librarian
Librarian positions

9d. Average hourly rate of pay of Supervising Librarian positions

9e. Average number of years in position

9f. Additional Duties:

9. Bookkeeper or Finance Person

A Bookkeeper or Finance Person typically works under the supervision of the Library Director and is responsible for maintaining financial records. Specific responsibilities include handling purchase orders, accounts payable, bank reconciliations, payroll, preparation of financial reports, and maintenance of financial records. The person in this position may also have secondary duties, such as maintaining office supplies.

10a. Educational requirements of Bookkeeper or Finance Person position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

10b. Number of Bookkeeper or Finance Person positions (use a whole number)

10c. Total number of hours worked weekly by Bookkeeper or Finance Person positions

10d. Average hourly rate of pay of Bookkeeper or Finance Person positions

10e. Average number of years in position

10f. Additional Duties:

10g. Is the Library's Bookkeeper or Finance Person position part of another municipal department?

Yes

No

10. Assistant Library Director

An Assistant Library Director works under the general direction of the Library Director, supervising and managing staff and overall library operations. The individual in this role supports the creation of annual goals and budgets, and they assist in the development of policies and procedures. In the absence of the Library Director, the Assistant Library Director serves as the acting Director.

11a. Educational requirements of Assistant Library Director position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

11b. Number of Assistant Library Director positions
(use a whole number)

11c. Total number of hours worked weekly by Assistant Library Director positions

11d. Average hourly rate of pay of Assistant Library Director positions

11e. Average number of years in position

11f. Additional Duties:

11. Library Director

A Library Director is responsible for the administration and operation of the library, including the management of all library activities, the library budget, and the hiring and supervision of library staff. The person in this position advises the Library Board of Trustees in matters of planning, policy, and budget, carries out policies as adopted by the Board, and may work with municipal administration.

12a. Educational requirements of Library Director position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

12b. Number of Library Director positions (use a whole number)

12c. Total number of hours worked weekly by Library Director positions

12d. Average hourly rate of pay of Library Director positions

12e. Average number of years in position

12f. Additional Duties:

12. Student Worker or Intern (paid)

A paid Student Worker or Intern performs varied tasks related to providing library service to patrons under the supervision of library staff. This position is distinct from *Shelver* or *Library Assistant* because it is by definition a position held by a student.

13a. Educational requirements of Student Worker or Intern position:

- ___no educational requirements
- ___high school or GED
- ___college degree
- ___VT Certificate of Public Librarianship
- ___VT School Media License
- ___Master's Degree (any field)
- ___Master's Degree in Library Science

13b. Number of Student Worker or Intern positions
(use a whole number)

13c. Total number of hours worked weekly by Student Worker or Intern positions

13d. Average hourly rate of pay of Student Worker or Intern positions

13e. Average number of years in position

13f. Additional Duties:

13. Custodian or Facilities Person

A Custodian or Facilities Person is responsible for the regular maintenance of the building and grounds of a library, including various types of cleaning to keep the inside and outside areas clean, neat, and safe. The person in this role may also perform minor repairs and interface with outside vendors hired for larger repair and maintenance projects. The individual in this position may also assist with configuring spaces for programs.

14a. Educational requirements of Custodian or Facilities Person position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

14b. Number of Custodian or Facilities Person positions
(use a whole number)

14c. Total number of hours worked weekly by Custodian or Facilities
Person positions

14d. Average hourly rate of pay of Custodian or Facilities Person positions

14e. Average number of years in position

14f. Additional Duties:

14g. Is the Library's Custodian or Facilities Person position part of another
municipal department?

Yes

No

14. Other paid staff

Please use this space to input details about other paid staff that do not fit within any of the previously listed position classifications.

15a. Other staff position titles:

15b. Other staff position description(s):

15c. Educational requirements of Other paid staff position:

no educational requirements

high school or GED

college degree

VT Certificate of Public Librarianship

VT School Media License

Master's Degree (any field)

Master's Degree in Library Science

15d. Number Other paid staff positions (use a whole number)

15e. Total number of hours worked weekly by Other paid staff positions

15f. Average hourly rate of pay of Other paid staff positions

15g. Average number of years in position

15. Unpaid Volunteer, Student Worker, or Intern

An unpaid Volunteer, Student Worker, or Intern may support the library by performing a variety of duties such as sorting books for shelf preparation, assisting with delivery and returns, processing customer requests, assisting staff with various programs, or directing visitors to the appropriate library staff. Please do **not** include Library Trustees or Board members in this section.

16a. Educational requirements of Volunteer, Student Worker, or Intern position:

- no educational requirements
- high school or GED
- college degree
- VT Certificate of Public Librarianship
- VT School Media License
- Master's Degree (any field)
- Master's Degree in Library Science

16b. Number of Volunteer, Student Worker, or Intern positions
(use a whole number)

16c. Total number of hours worked weekly by Volunteer, Student Worker,
or Intern positions

16d. Average hourly rate of pay of or Volunteer, Student Worker, or Intern
positions

16e. Average number of years in position

16f. Additional Duties:

16g. Duties performed by Volunteer, Student Worker, or Intern:

Shelving

Cataloging

Reference

Children's programming

Teen programming

Adult programming

Outreach and community
engagement

IT support to the public

IT support to the library
(e.g., ILS or network
support)

Legal counsel

Human resources

Marketing

Webmaster

Recycling

Custodial

Facilities

Grant writing

Development

Other

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Section C: Benefits

To complete this section, you'll need to have on hand information about all the benefits paid to your employees, including costs and eligibility requirements. This part of the survey will involve:

- Health & dental benefits
- Leave (paid time off)
- Retirement plans
- Paid family leave
- Short- and long-term disability
- Unemployment insurance

1. Employer-paid health benefits

1a. Are any staff eligible for employer-paid health benefits?

Yes

No

If no skip to question 2.

1b. How is eligibility for employer-paid health benefits determined?

(Select all that apply)

Full-time staff are eligible for employer-paid health benefits

Part-time staff are eligible for employer-paid health benefits

Specific positions are eligible for employer-paid health benefits.

Please list positions in text box.

Other.

Please explain.

1d. How many full-time staff are eligible for employer-paid health benefits?

1e. What is the average percentage of employer-paid health benefits full-time staff receive?

1f. How many part-time staff are eligible for employer-paid health benefits?

1g. What is the average percentage of employer-paid health benefits part-time staff receive?

2. Employer-paid dental benefits

2a. Are any staff eligible for employer-paid dental benefits?

Yes

No

If no skip to question 3.

2b. How is eligibility for employer-paid dental benefits determined?

Select all that apply.

Full-time staff are eligible for employer-paid dental benefits

Part-time staff are eligible for employer-paid dental benefits

Specific positions are eligible for employer-paid dental benefits.

Please list positions in text box.

Other.

Please explain.

2c. How many full-time staff are eligible for employer-paid dental benefits?

2d. What is the average percentage of employer-paid dental benefits full-time staff receive?

2e. How many part-time staff are eligible for employer-paid dental benefits?

2f. What is the average percentage of employer-paid dental benefits of part-time staff receive?

3. Employer-paid leave benefits

3a. Are any staff eligible for paid leave?

Paid leave is all paid time off (PTO) including sick pay, vacation pay, personal days, paid holiday, etc.?

Yes

No

If no skip to question 4.

3b. How is eligibility for paid leave determined?

Select all that apply.

Full-time staff are eligible for employer-paid leave benefits

Part-time staff are eligible for employer-paid leave benefits

Specific positions are eligible for employer-paid leave benefits.

Please list positions in text box.

Other.

Please explain.

3c. How many full-time staff are eligible for paid leave (sick pay, vacation pay, paid holiday, etc.)?

3e. What is the average number of annual paid leave hours full-time staff members receive?

3f. How many part-time staff are eligible for paid leave (sick pay, vacation pay, paid holiday, etc.)?

3g. What is the average number of annual paid leave hours part-time staff members receive?

4. Employer-paid retirement benefits

4a. Does your library participate in VMERS, the Vermont Municipal Employee Retirement system.

Yes

No

If no skip to question 4e.

4b. How many full-time staff participate in VMERS?

4c. How many part-time staff participate in VMERS?

4d. Does your library offer a 401k / 403(b) or comparable pre-tax savings plan for employees?

- Yes
- No

4e. How is eligibility for this option determined?

Select all that apply.

Full-time staff are eligible for employer-paid retirement benefits

Part-time staff are eligible for employer-paid retirement benefits

Specific positions are eligible for employer-paid retirement.

Please list positions in text box.

Other.

Please explain.

4f. What percentage of retirement benefits for full-time staff are paid by the employer?

4g. What percentage of retirement benefits for part-time staff are paid by the employer?

5. Employer-paid family leave

Vermont workers have rights to unpaid family and parental leave, depending on a range of eligibility requirements. This question is for libraries where a local policy provides a level of benefit higher than that available under State statute.

5a. Does your Library have its own separate policy on employer-paid family leave?

Yes

No

If no skip to question 6.

5b. How is eligibility for employer-paid family leave benefits determined?

Select all that apply.

Full-time staff are eligible for employer-paid family leave benefits

Part-time staff are eligible for employer-paid family leave benefits

Specific positions are eligible for employer-paid family leave benefits

Please list positions in text box.

Other.

Please explain.

5c. How many full-time staff are eligible for employer-paid family leave benefits?

5d. What percentage of family leave benefits for full-time staff are paid by the employer?

5e. How many part-time staff are eligible for employer-paid family leave benefits?

5f. What percentage of family leave benefits for part-time staff are paid by the employer?

6. Employer-paid short-term disability

6a. Are any staff eligible for employer-paid short-term disability benefits?

Yes

No

If no skip to question 7.

6b. How is eligibility for employer-paid short-term disability benefits determined?

Select all that apply.

Full-time staff are eligible for employer-paid short-term disability benefits

Part-time staff are eligible for employer-paid short-term disability benefits

Specific positions are eligible for employer-paid short-term disability benefits

Please list positions in text box.

Other.

Please explain.

6c. How many full-time staff are eligible for employer-paid short-term disability benefits?

6d. What percentage of short-term disability benefits for full-time staff are paid by the employer?

6e. How many part-time staff are eligible for employer-paid short-term disability benefits?

6f. What percentage of short-term disability benefits for part-time staff are paid by the employer?

7. Employer-paid long-term disability

7a. Are any staff eligible for employer-paid long-term disability benefits?

Yes

No

If no skip to question 8.

7b. How is eligibility for employer-paid long-term disability benefits determined?

Select all that apply.

Full-time staff are eligible for employer-paid long-term disability benefits

Part-time staff are eligible for employer-paid long-term disability benefits

Specific positions are eligible for employer-paid long-term disability benefits

Please list positions in text box.

Other.

Please explain.

7c. How many full-time staff are eligible for employer-paid long-term disability benefits?

7d. What percentage of long-term disability benefits for full-time staff are paid by the employer?

7e. How many part-time staff are eligible for employer-paid long-term disability benefits?

7f. What percentage of long-term disability benefits for part-time staff are paid by the employer?

8. Employer-paid unemployment insurance

Does the Library and/or its municipality pay into Vermont's unemployment trust fund?

Yes

No

I don't know

9. Other paid benefits or stipends

What other types of benefits may be available to Library staff.

Select all that apply.

Tuition remission

Textbook reimbursement

Financial support for conference/workshop attendance

Reimbursement for travel (mileage)

Fuel assistance

Eased access to life, pet, or disability insurance

Access to technology for personal use

Technology stipend (for hardware, software, or bandwidth)

Free beverages and snacks

Other.

Please describe.

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