

## **Staffing and Salaries Survey**

Preliminary draft to inform work of consultant as discussed by Working Group on the Status of Libraries in Vermont

January 27, 2023

### **Section A: Public Library Overview**

1. **Public Library Name** (information will not be shared) (drop-down menu)
2. **Name of library director completing the survey** (information will not be shared) (text box)
3. **Email address of library director the survey** (information will not be shared) (text box)
4. **County** (drop-down menu)

#### **Notes for consultant:**

The Department of Libraries will provide the survey consultant with the following information for all public libraries, which the consultant will match with survey data submitted by the director and with PLS data on file at the Department:

- **Rural/Urban setting** (urban being libraries located in a municipal center of greater than 25,000 people)
- **Size of population served**
- **Type of public library**
  - Municipal
  - Incorporated
  - Community (co-located with school library)

Access code to ensure only one survey is submitted for each public library

### **Section B: Staffing Levels and Compensation**

Each staff member directly employed by the library should be listed within just one of the classification categories. Exact staff duties may not always fit exactly within the description provided and the notes field may be used to reflect any significant differences between the description and the duties assigned to the staff member(s) in the job description.

Directors should select the best category for each position based on the title of the position. Additional information about duties performed outside the scope of that position may be provided in the comments field.

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.

1. **Library Page or Shelver**

Library Page or Shelver position description: Shelvers are responsible for returning items to their proper places on the shelves and keeping all items in the correct order. Shelvers may also retrieve items from the shelves.

1a. Educational requirements of Library Assistant or Library Clerk position (drop-down menu):

- 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 (drop-down menu, whole numbers)

1c. Total number of hours worked weekly by Library Assistant or Library Clerk positions (text box)

1d. Average hourly rate of pay of Library Assistant or Library Clerk positions (text box)

1e. Average number of years in position (text box)

1f. Additional Duties: (text box)

## 2. Library Assistant or Library Clerk

Library Assistant or Library Clerk position description: This position works under the supervision of a librarian performing clerical or support functions which may include checking in and out of materials, answering the phone, and answering simple reference questions.

2a. Educational requirements of Library Assistant or Library Clerk position (drop-down menu):

- 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 (drop-down menu, whole numbers)

2c. Total number of hours worked weekly by Library Assistant or Library Clerk positions (text box)

2d. Average hourly rate of pay of Library Assistant or Library Clerk positions (text box)

2e. Average number of years in position (text box)

2f. Additional Duties: (text box)

## 3. Library Technical Assistant or Library Technician

Library Technical Assistant position description: Provides oversight of lower level staff, administering library programs and assisting the librarian with all aspects of running a library.

3a. Educational requirements of Library Technical Assistant or Library Technician position (drop-down menu):

- 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 Library Technical Assistant or Library Technician positions (drop-down menu, whole numbers)

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

3d. Average hourly rate of pay of Library Technical Assistant or Library Technician positions (text box)

3e. Average number of years in position (text box)

3f. Additional Duties: (text box)

#### 4. Circulation Supervisor

Circulation Supervisor position description: Performs collection maintenance and management of daily operations within the circulation department; hiring, training, and scheduling of both staff and volunteers.

4a. Educational requirements of Circulation Supervisor position (drop-down menu):

- 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 (drop-down menu, whole numbers)

4c. Total number of hours worked weekly by Circulation Supervisor positions (text box)

4d. Average hourly rate of pay of Circulation Supervisor positions (text box)

4e. Number of years in position (text box)

4f. Additional Duties: (text box)

#### 5. Cataloger

Cataloger position description: The 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 (drop-down menu):

- 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 (drop-down menu, whole numbers)
- 5c. Total number of hours worked weekly by Cataloger positions (text box)
- 5d. Average hourly rate of pay of Cataloger positions (text box)
- 5e. Number of years in position (text box)
- 5f. Additional Duties: (text box)

## 6. Children's or Youth Services Librarian

Children's or Youth Services Librarian position description: Provides or supervises programming for children/teens. Supervises the children's/teen areas of the library, monitoring safety and behavior. Provides/supervises reference and reader's advisory services and displays for children/teens. Provides/coordinates outreach to youth focused organizations in the service area. Maintains the children's/YA library collection.

6a. Educational requirements of Children's or Youth Services Librarian position (drop-down menu):

- 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 (drop-down menu, whole numbers)

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

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

6e. Number of years in position (text box)

6f. Additional Duties: (text box)

## 7. Teen Services Librarian

Teen Services Librarian position description: Provides or supervises programming for tween and teen patrons. Supervises the teen areas of the library, monitoring safety and behavior. Provides/supervises reference and reader's advisory services and displays for teens. Provides/coordinates outreach to teen focused organizations in the service area. Maintains the YA library collection.

7a. Educational requirements of Teen Services Librarian position (drop-down menu):

- 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 (drop-down menu, whole numbers)

7c. Total number of hours worked weekly by Teen Services Librarian positions (text box)

7d. Average hourly rate of pay of Teen Services Librarian positions (text box)

7e. Number of years in position (text box)

7f. Additional Duties: (text box)

## 8. Adult Services Librarian

Adult Services Librarian position description: Provides, supervises, or coordinates adult programming and adult/senior outreach services. Provides/supervises reference and reader's advisory services and displays for adult areas. Oversees materials selection for adult collections.

8a. Educational requirements of Adult Services Librarian position (drop-down menu):

- 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 (drop-down menu, whole numbers)

8c. Total number of hours worked weekly by Adult Services Librarian positions (text box)

8d. Average hourly rate of pay of Adult Services Librarian positions (text box)

8e. Number of years in position (text box)

8f. Additional Duties: (text box)

## 9. Supervising Librarian

Supervising Librarian position description: Working under the general direction of the Library Director, a Supervising Librarian 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 your department, and serving as a member of the management team.

9a. Educational requirements of Supervising Librarian position (drop-down menu):

- 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 (drop-down menu, whole numbers)

9c. Total number of hours worked weekly by Supervising Librarian positions (text box)

9d. Average hourly rate of pay of Supervising Librarian positions (text box)

9e. Number of years in position (text box)

9f. Additional Duties: (text box)

## 10. Bookkeeper or finance

Bookkeeper or Finance position description: Complete data entry, collect transactions, track debits and maintain and monitor financial records, pay invoices, complete payroll, file tax returns and maintain office supplies.

10a. Educational requirements of Bookkeeper or Finance position (drop-down menu):

- 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 positions (drop-down menu, whole numbers)

10c. Total number of hours worked weekly by Bookkeeper or Finance positions (text box)

10d. Average hourly rate of pay of Bookkeeper or Finance positions (text box)

10e. Number of years in position (text box)

10f. Additional Duties: (text box)

## 11. Assistant Library Director

Assistant Library Director position description: Working under the general direction of the Library Director, the Assistant Director supervises and manages staff, assists in establishing annual goals and budgets, and assists in creation and review of policies and procedures. The person in this position temporarily manages library operations in the absence of the Director.

11b. Educational requirements of Library Director position (drop-down menu):

- 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

11c. Number of Library Director positions (drop-down menu, whole numbers)

11d. Total number of hours worked weekly by Library Director positions (text box)

11e. Average hourly rate of pay of Library Director positions (text box)

11f. Number of years in position (text box)

11g. Additional Duties: (text box)

## 12. Library Director

Library Director position description: The 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 (drop-down menu):

- 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 (drop-down menu, whole numbers)

12c. Total number of hours worked weekly by Library Director positions (text box)

12d. Average hourly rate of pay of Library Director positions (text box)

12e. Number of years in position (text box)

12f. Additional Duties: (text box)

## 13. Student Worker or Intern (paid)

Paid Student Worker or Intern position description: Performs varied tasks in providing library service to patrons under the supervision of library staff.

13a. Educational requirements of paid Student Worker or Intern position (drop-down menu):

- 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 paid Student Worker or Intern positions (drop-down menu, whole numbers)

13c. Total number of hours worked weekly by paid Student Worker or Intern positions (text box)

13d. Average hourly rate of pay of paid Student Worker or Intern positions (text box)

13e. Average number of years in position (text box)

13f. Additional Duties: (text box)

## 14. Custodial or Facilities staff

Custodial or Facilities staff position description: This position is in charge of the maintenance of the building and grounds of the library including dusting, mopping, vacuuming, and cleaning and

restocking the bathrooms. Performs minor repair/maintenance of items and oversees larger building projects.

14a. Educational requirements of Custodial or Facilities position (drop-down menu):

- 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 Custodial or Facilities positions (drop-down menu, whole numbers)

14c. Total number of weekly hours Custodial or Facilities positions (text box)

14d. Average hourly rate of pay of Custodial or Facilities positions (text box)

14e. Average number of years in position (text box)

14f. Additional Duties: (text box)

#### **15. Other paid staff**

15a. Other staff position title(s): (text box)

15b. Other staff position(s) description: (text box)

15c. Educational requirements of other staff position (drop-down menu):

- 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 of other staff positions (drop-down menu, whole numbers)

15e. Combined total number of hours worked weekly by other staff position (text box)

15f. Total number of weekly hours other positions (text box)

15g. Average hourly rate of pay of other positions (text box)

15h. Average number of years in positions (text box)

#### **16. Unpaid Volunteer, Student Worker, or Intern**

Library Trustees should *not* be included in this section.

16a. Unpaid Volunteer, Student Worker, or Intern position description: (text box)

Volunteers support the library by performing a variety of duties which may include sorting books for shelf preparation, assisting with delivery and returns, processing customer requests, assisting staff with various programs, directing visitors to the appropriate library staff, and potentially other duties as listed below in 16g.

16b. Educational requirements of unpaid Volunteer, Student Worker, or Intern position (drop-down menu):

- 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

16c. Number of unpaid Volunteer, Student Worker, or Intern positions (drop-down menu, whole numbers)

16d. Combined total number of hours worked weekly by Volunteer, Student Worker, or Intern positions (text box)

16e. Total number of weekly hours Volunteer, Student Worker, or Intern or Intern positions (text box)

16f. Average number of years in position (text box)

16g. Duties performed by volunteer, student worker, or intern (check box)

- 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 (text box)

## Section C: Benefits

### 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 (list specific positions in text box)
- Other (text box)

- 1d. How many full-time staff are eligible for employer-paid health benefits? (text box)  
1e. What percentage of health benefits of full-time staff are paid by the employer? (text box)  
1f. How many part-time staff are eligible for employer-paid health benefits? (text box)  
1g. What percentage of health benefits of full-time staff are paid by the employer? (text box)

## **2. Employer-paid dental benefits**

- 2a. Are any staff eligible for employer-paid dental benefits? (yes/no)  
(if no skip to question 2)
- 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 (list specific positions in text box)
  - Other (text box)
- 2c. How many full-time staff are eligible for employer-paid dental benefits? (text box).  
2d. What percentage of dental benefits of full-time staff are paid by the employer? (text box)  
2e. How many part-time staff are eligible for employer-paid dental benefits? (text box)  
2f. What percentage of dental benefits of full-time staff are paid by the employer? (text box)

## **3. Employer-paid leave benefits**

- 3a. Are any staff eligible for paid leave (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 paid leave
  - Part-time staff are eligible for paid leave
  - Specific positions are eligible for paid leave (list specific positions in text box)
  - Other (text box)
- 3c. How many full-time staff are eligible for paid leave (sick pay, vacation pay, paid holiday, etc.)?  
3e. How many hours of paid leave does each full-time staff member receive annually?  
3f. How many part-time staff are eligible for paid leave (sick pay, vacation pay, paid holiday, etc.)?  
3g. How many hours of paid leave does each part-time staff member receive annually?

## **4. Employer-paid retirement benefits**

- 4a. Are any staff eligible for employer-paid retirement benefits? (yes/no)  
(if no skip to question 5)
- 4b. How is eligibility for employer-paid retirement benefits 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 benefits (list specific positions in text box)
  - Other (text box)

- 4c. How many full-time staff are eligible for employer-paid retirement benefits? (text box)  
4d. What percentage of retirement benefits for full-time staff are paid by the employer? (text box)  
4c. How many part-time staff are eligible for employer-paid retirement benefits? (text box)  
4d. What percentage of retirement benefits for part-time staff are paid by the employer? (text box)

**5. Employer-paid family leave**

- 5a. Are any staff eligible for employer-paid family leave benefits? (yes/no)  
(if no skip to question 5)  
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 (list specific positions in text box)
  - Other (text box)
- 5c. How many full-time staff are eligible for employer-paid family leave benefits? (text box)  
5d. What percentage of family leave benefits for full-time staff are paid by the employer? (text box)  
5c. How many part-time staff are eligible for employer-paid family leave benefits? (text box)  
5d. What percentage of family leave benefits for part-time staff are paid by the employer? (text box)

**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 5)  
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 (list specific positions in text box)
  - Other (text box)
- 6c. How many full-time staff are eligible for employer-paid short-term disability benefits? (text box)  
6d. What percentage of short-term disability benefits for full-time staff are paid by the employer? (text box)  
6c. How many part-time staff are eligible for employer-paid short-term disability benefits? (text box)  
6d. What percentage of short-term disability benefits for part-time staff are paid by the employer? (text box)

**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 5)

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 (list specific positions in text box)
- Other (text box)

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

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

7c. How many part-time staff are eligible for employer-paid long-term disability benefits? (text box)

7d. What percentage of long-term disability benefits for part-time staff are paid by the employer? (text box)

## 8. Employer-paid unemployment insurance

8a. Are any staff eligible for employer-paid unemployment insurance benefits? (yes/no)  
(if no skip to question 5)

8b. How is eligibility for employer-paid unemployment insurance benefits determined? (select all that apply)

- Full-time staff are eligible for employer-paid unemployment insurance benefits
- Part-time staff are eligible for employer-paid unemployment insurance benefits
- Specific positions are eligible for employer-paid unemployment insurance benefits (list specific positions in text box)
- Other (text box)

8c. How many full-time staff are eligible for employer-paid unemployment insurance benefits? (text box)

8d. What percentage of unemployment insurance benefits for full-time staff are paid by the employer? (text box)

8c. How many part-time staff are eligible for employer-paid unemployment insurance benefits? (text box)

8d. What percentage of unemployment insurance benefits for part-time staff are paid by the employer? (text box)

## 9. Other paid benefits or stipends

9a. Do library staff receive any other paid benefits in addition to employer-paid medical, employer-paid dental, paid leave, retirement? (yes/no)

9b. What other paid benefits are available to library staff? (text box)

9c. How many full-time staff are eligible for these additional benefits? (text box)

9d. How many part-time staff are eligible for these additional benefits? (text box)

**Note for consultant:**

Department will provide total benefits cost data from PLS survey.

DRAFT