PUBLIC LIBRARY COMPENSATION AND SALARY SURVEY ANALYSIS

WORKING GROUP ON THE STATUS OF LIBRARIES IN VERMONT

Prepared for the Working Group by :
Stephanie Chase and Judah Hamer,
Constructive Disruption
September 2023

Table of Contents

Introduction &
Survey Process Overview

Part of the charge of the Working Group on the Status of Libraries in Vermont, created by the Vermont legislature in May 2021, was to study "staffing levels at Vermont libraries, whether staffing levels are sufficient to meet community needs, whether library staff compensation and benefits are sufficient, how libraries rely on volunteers, and what resources are available for workforce development and training of library staff."

To better understand these issues, the Working Group commissioned a Public Library Compensation & Staffing Survey, which was released in summer of 2023. The Public Library Compensation and Staffing Survey is intended to be a comprehensive survey of compensation and staffing levels in municipal and incorporated public libraries in Vermont, and will benchmark current staffing and compensation levels at public libraries in Vermont.

Survey Background and Development

The survey was released in partnership with the Constructive Disruption (https://www.constructivedisruption.info/) consultancy, who was responsible for facilitating the survey and analyzing the resulting data. The Vermont Department of Libraries provided access to its survey platform for this project.

The survey questions were initially developed by the Working Group and revised in consultation with Constructive Disruption.

While the survey collected specific details about each respondent library to help ensure the diversity of libraries in our state are represented in the data collected, the information gathered was kept confidential and reported out in aggregate. This ensured the survey was in compliance with the salary survey "safety zone" guidelines established by the US Department of Justice and the Federal Trade Commission in 1996. Under these guidelines, information collected must be aggregated in such a way that an individual participant's answers cannot be determined, so that data cannot be attributed in a way that reveals the original source of information.

Ensuring Meaningful Representation

The Working Group set a goal of an 80% response rate from the 188 public libraries in the state. The survey was released via email to the contact on record with the Vermont Department of Libraries the afternoon of Wednesday, July 19, 2023 following a live overview webinar the morning of Wednesday, July 19. This was one week later than originally intended, due to the impact of the significant flooding in the state. The survey was open for all libraries through Monday, August 14.

In addition to the webinar, which was recorded for future reference, Constructive Disruption developed a selection of resources for libraries to use when completing the survey, including a "Get Ready" guide, a series of Frequently Asked Questions with answers, and detailed guides to both the compensation and benefits sections of the survey. These resources are included in this report as appendices.

Throughout the July 19— August 14 open survey period, Constructive Disruption used a variety of follow-up and communication methods to encourage survey completion, including:

- A combination of all-libraries, segmented (for example, by population size, hours open, or county), and individual emails to promote and remind library directors and trustees about the survey, survey resources, and survey response date;
- Continuously thanking the libraries who had completed the survey, asking them to reach out to a colleague to encourage that colleague to complete the survey as well, including providing sample language for libraries to use;
- Individual emails to the libraries impacted by the flooding offering additional support and time, if needed, to complete the survey, from the list provided by the Vermont Department of Libraries;
- Reaching out individually to library directors who lead more than one public library;
- Focused follow up for libraries with "community" in the name, to ensure those truly providing school and public library access to their communities had the information they needed;
- Connecting with leadership at the Green Mountain Library Consortium (GMLC) and Vermont Library Association (VLA), reminding the public library members to ensure their library's survey was completed and asking their members to prioritize completing the survey, including providing sample language for the groups to use.

In the last two weeks of the survey, select Working Group members assisted by sending additional personalized emails or making phone calls to individual target

libraries, with some members making multiple rounds of connections. Constructive Disruption followed up directly with libraries where they received out-of-office responses or returned emails, and where Working Group members received questions or requests for follow up from the libraries they connected with. Constructive Disruption had 285 follow up email and 22 follow up phone engagements, answering questions, connecting libraries with resources, seeking additional contact information, or assisting libraries with completing the survey.

In addition, Constructive Disruption used feedback from libraries who had completed the survey to further refine our recommendations for the time the survey would take to complete. While the process began with recommendations to set aside two to three hours to gather the information for and to complete the survey, communications in later weeks emphasized the very smallest libraries could typically complete the survey in 15 minutes and the majority of libraries in the state could expect to need 45 to 90 minutes.

Following the official survey close on Monday, August 14, Constructive Disruption personally reached out to libraries who had not returned a survey via email and/or phone, offering an extension to Monday, August 21.

When the survey fully closed on Thursday, August 24, 144 public libraries had responded, a 77% return rate. More than 75% of the 44 libraries who did not respond to the survey for whatever reason (communicated they would not be filling out the survey, the library experienced damage from the flooding, the library does not currently have a director) received at least one personalized email, phone call, or both from either Constructive Disruption or a Working Group member.

Analysis

Statewide coverage in the data set

The overall level of statewide representation in the data set is very high, with 77% of Vermont's public libraries having taken the survey. With this high level of survey participation, we can say that the data and analysis are generalizable. That is, this information can be used as a keystone to understand conditions across all Vermont libraries since the majority of them are represented in this data set.

This percentages in this graph show the proportion of libraries from each county that participated in the survey. Every county is well represented.

Essex & Rutland Counties are in the lowest percentile of participation. All other counties are at or above 65% participation.

A horizontal bar chart showing participation percentages by county: Addison, Bennington, Caledonia, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans, Rutland, Washington, Windham, Windsor. X-axis ranges from 0% to 120%.
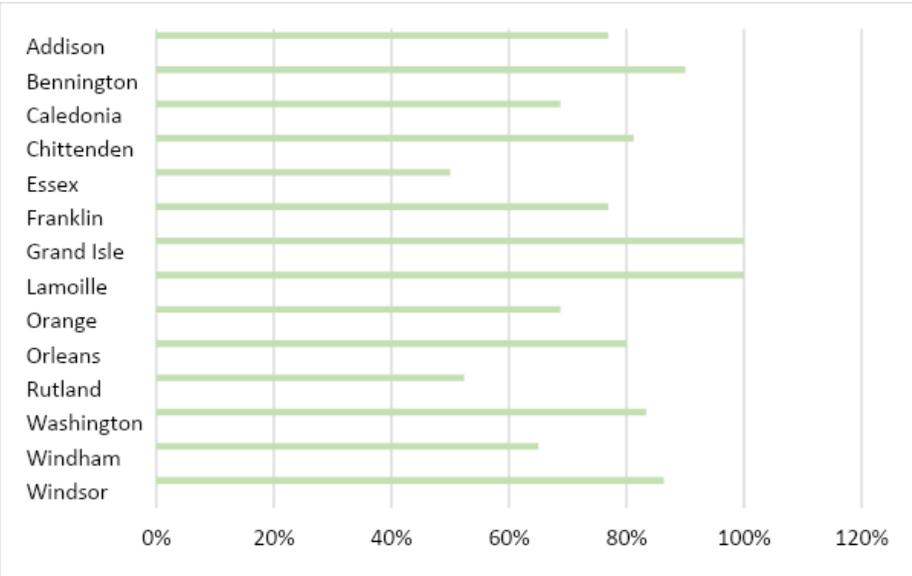
In addition to assessing representation by counting the number of libraries that participated in the survey, we considered the populations represented by those libraries at the county level.[1]

The chart here shows the percentage of the population for each county that is represented in the survey data.
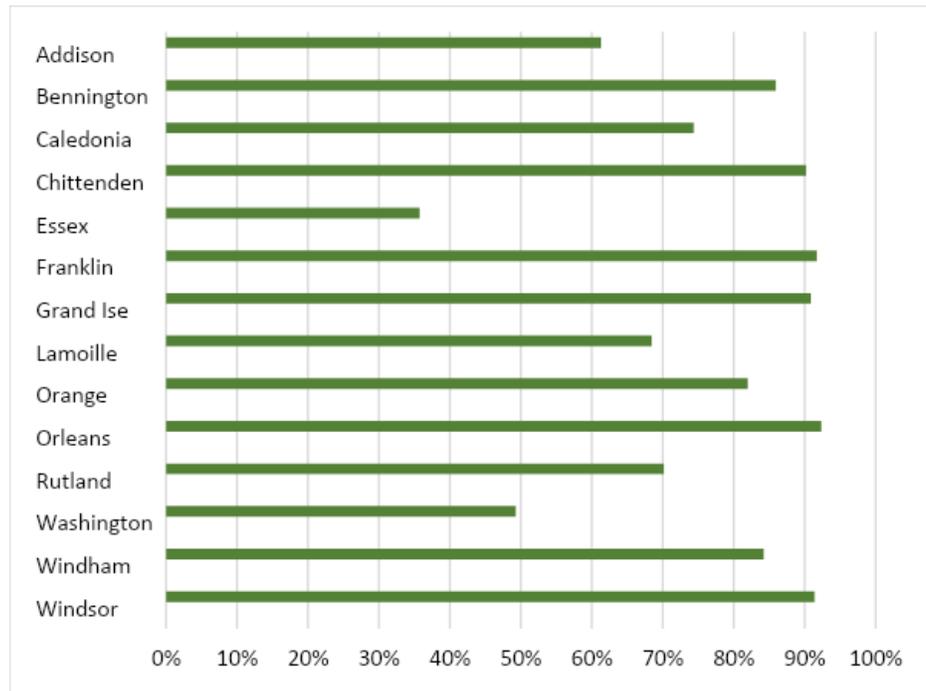
All counties are represented above the 60% mark, with the exception of Essex (36%) and Washington (49%).

Statewide Coverage Conclusion
Considering these two ways of examining geographic representation, the only county that appears lightly represented in the survey is Essex County, with a total population of 5,994 people.

---

[1] County Population has been drawn from the 2020 United States Census data, aggregated by the Vermont Center for Geographic Information.

Population Bands

Population as a factor indicates the potential scale of public demand for a Library's services. Libraries that serve larger populations need more staff members to meet greater public demand for service. For instance, Hancock Free Public Library serving a population of 359 will in principle have less scale of demand than Windsor Public Library serving a community of 3559 people because Windsor's population is ten times the size of Hancock.

Throughout this analysis we have organized data into population bands. This enables benchmarking to compare a specific municipality to peers using population as an indicator of the scale of public demand for a Library's services.

This banded approach also makes it easier to see the different ways libraries are staffed across the state. Some of this also bears out in differences among compensation, particularly when comparing libraries in the largest municipalities to those in the smallest.

The chart below summarizes survey participation by population band.

Population Band	Percentage of survey data
1-1,000	18%
1,001-2,000	30%
2,001-4,000	25%
4,001-6,000	13%
6,001-10,000	5%
10,001-20,000	7%
20,000+	2%

Staffing Levels

Staffing in Vermont libraries varies widely. In the chart below you can use the population bands to compare a specific municipality to peers using population as a benchmark. The chart below indicated averages for: hours open to the public; number of hours worked by staff weekly; and, the number of different types of Library staff positions.

Population Band	Average number of hours open to public	Average number of hours worked by paid staff each week	Average number of paid staff positions
1-1,000	17	33	1.8
1,001-2,000	24	41	2.6
2,001-4,000	32	99	3.6
4,001-6,000	40	163	5.3
6,001-10,000	43	268	8
10,001-20,000	47	283	8.5
20,000+	56	351	10.7

The reason we have linked hours open to the public and staff hours is because many Vermonters access their libraries in person while those facilities are staffed to be open to the public.[2] Digital services that can be accessed remotely and outside of public open hours are an important service that does not require open hours, yet these remote-access digital services are but one component of a library's service profile.

---

[2] This staffed approach to open public hours is distinct from relatively new public library models for public access, which use technology to provide an unstaffed in person library experience to the public.

Average number of hours open to the public

Irrespective of a community's population size, residents need the same levels of access to in person library services. Access is measurable by looking at the number of hours a library is open to the public.

Average number of hours open to public
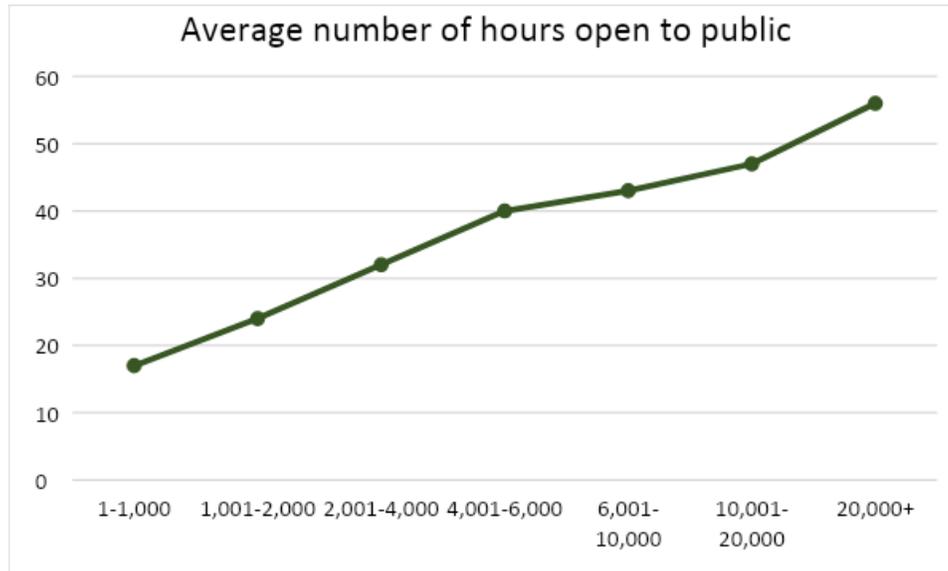
The data shows that lower population areas offer fewer open hours during which the public may access library services in person.   Let's look at a cluster of the highest and lowest bands to demonstrate the stark difference in access to in person library service between the largest and smallest towns.

Consider that:

- 25% of the Vermonters live in towns with fewer than 2,000 residents.

- 28% of Vermonters live in towns with more than 10,000 residents.

Vermonters who live in a municipality of more than 10,000 people have 115% greater access to in person library services than those in municipalities of fewer than 2,000 people.

As we look at larger towns, the disparity is still significant, although less extreme.

Consider that:

- 22% of the Vermonters live in towns with fewer than 2,001 – 4,000 residents.

- 28% of Vermonters live in towns with more than 10,000 residents.

Vermonters living in a municipality of more than 10,000 people have 47% greater access to in person library services than those in municipalities of fewer than 2,001-4,000 people.

Vermonters who live in the larger towns have nearly double the level of access than those in this smaller population band alone.

When we track and consider the trend in hours open to the public from less to more populated municipalities, it is clear that more highly populated areas offer greater levels of in person access during open public hours.

However, public hours for Vermont public libraries in all population bands overall are part-time. Basically, 3 out of 4 libraries are staffed to support fewer than 40 open public hours each week (73%). This yields an unequal level of public access to libraries that is directly correlative to the size of a municipality served by a library, not the actual needs of the people living in that place.
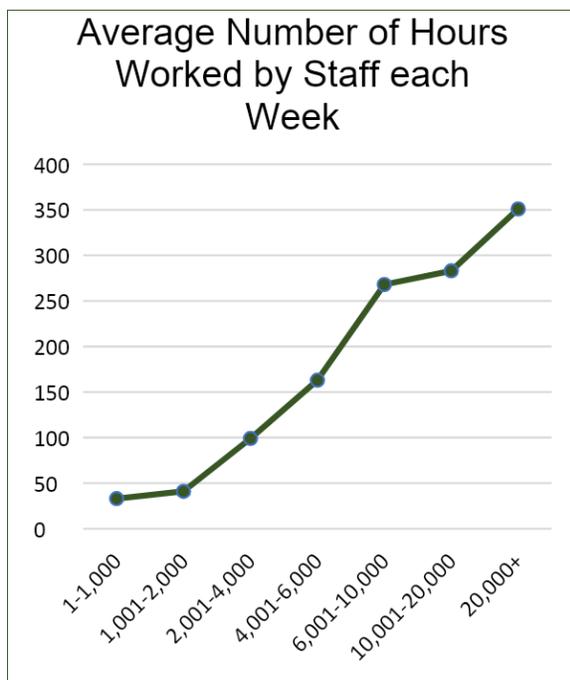
Weekly staffing levels

Information was collected in the survey about the number of hours a library is staffed each week. A review of this data shows that the source of the disparities around access to in person library services also correlates to the differences in staffing levels.

Libraries in the lowest two population bands, which have fewer than 2,000 people, on average staff their libraries at nearly the equivalent to one 40-hour per week full-time position. On average they are staffed 37 total hours each week. The chart to the right shows the average number of hours worked by staff week by population band.

Population Band	Average number of hours worked by paid staff each week
1-1,000	33
1,001-2,000	41
2,001-4,000	99
4,001-6,000	163
6,001-10,000	268
10,001-20,000	283
20,000+	351

Libraries in the highest two population bands are in municipalities with greater than 10,000 people. These libraries typically staff their facilities with an average of 7.9 full-time positions, or 317 hours weekly.

Average Number of Hours Worked by Staff each Week

It's clear to see that in terms of weekly staffing levels, there is a great difference among places with larger and smaller populations.

There is a 158% difference in staffing levels between libraries serving 1–2,000 people and those serving 10,000 or more people.

For library workers, this also means that full-time work is more likely to be found in larger municipalities, which offer more hours and need more staffing. This means that libraries in smaller municipalities are likely to experience greater difficulty in recruiting and retaining staff.

Number of different types of paid staff positions

Survey respondents shared data about each of the staff positions in their libraries. This enabled us to count the distinct number of paid staff positions, as a way to consider the library's staffing levels beyond that of total staff hours alone.

Population Band	Average number of types of paid staff positions
1-1,000	1.8
1,001-2,000	2.6
2,001-4,000	3.6
4,001-6,000	5.3
6,001-10,000	8
10,001-20,000	8.5
20,000+	10.7

The chart to the right shows the average number of types of paid staff positions by population band. As might be expected based on other data, higher population municipalities have more different types of paid staff positions.

This means that libraries in more populated municipalities retain a staffing profile that supports specialization and focus on different aspects of library programs and services offered to the public. There is not simply more staffing in terms of hours, the staffing is more robust at the structural level.

1 out of 3 libraries that responded to the survey have a staff profile in which one or two team members are responsible for sustaining all aspects of institutional management and delivery of service (36%). Almost all of these libraries are in municipalities of fewer than 2,000 people (89%).

Number of staff members	Percentage of libraries in this range
1-2	36%
3-5	45%
6-10	14%
10+	5%

About half of the libraries that responded to the survey have modest levels of staffing, with 3–5 people on staff (45%). With two exceptions, these libraries all serve in communities with fewer than 6,000 people.

The chart to the left shows the percentage of libraries in the study and the typical number of staff members.

Libraries with staff in a range of 6—10 positions do not cluster around particular population size, since these libraries serve populations ranging from 3,400—15,000. With one exception, the libraries with the highest number of positions serve populations of 10,000 or more (5%). Of the 7 libraries in this last category, 4 are in Chittenden County and collectively they serve about 1 out of 7 people in the state (14%).

Staffing profiles by population band

The following charts show staffing levels by population band at a more granular level. It's clear that municipalities with smaller populations have fewer staff overall, which in effect puts downward pressure on individual staff members to master a broad range of responsibilities. These charts lend insight into the typical staffing structure.

Population 1-1,000

Job Title	Number of Libraries with this Position	Number of Positions	Avg Weekly Hours
Assistant Library Director	2	2	9
Bookkeeper/Finance Person	2	2	1
Custodian or Facilities Person	5	6	8
Library Assistant or Library Clerk	10	11	11
Library Director	18	18	20
Library Technical Assistant or Library Technician	1	2	5
Youth Services Librarian	2	2	20

Libraries in this population band have all part-time employees. Staff most often consists of the Library Director and the Library Assistant positions. The Library Director position is on average half-time.

Population 1,001-2,000

Job Title	Number of Libraries with this Position	Number of Positions	Avg Weekly Hours
Adult Services Librarian	3	3	18
Assistant Library Director	3	3	15
Bookkeeper/Finance Person	5	5	2
Cataloger	1	1	5
Custodian or Facilities Person	10	10	2
Library Assistant or Library Clerk	19	22	7
Library Director	39	39	24
Library Technical Assistant or Library Technician	5	5	7
Youth Services Librarian	8	8	21

Staff size by position type are relatively small and consist of part time employees, although there is some variation in staff composition. Most commonly there is a Library Director and a Library Assistant.

Population 2,001-4,000

When libraries serve a community of greater than 2,000 people there is greater variability in the types of positions that comprise a staff structure. Consistent with libraries larger and smaller, there is the near-constant of a Library Director and Library Assistant positions, and as the population band increases there is likely to be more than one staff member working with the Director.

Also noticeable is the increase in average weekly hours for the Library Director positions at this population band and those above it. With larger sized populations, the Library Director position is much more likely to be nearer to full-time. All other positions remain closer to being half-time positions. Later in this report we will present data that shows part-time positions typically are not fully benefited, especially for health insurance and retirement benefits. This means that in small libraries where there is a demand for accomplishing many different tasks in fewer than 40 hours per week, staff members are least likely to have non-wage compensation.

Population 2,001—4000, continued

Job Title	Number of Libraries with this Position	Number of Positions	Avg Weekly Hours
Adult Services Librarian	1	1	24
Assistant Library Director	12	13	26
Bookkeeper/Finance Person	5	5	25
Cataloger	3	3	15
Circulation Supervisor	4	4	25
Custodian or Facilities Person	11	11	5
Library Assistant or Library Clerk	19	32	17
Library Director	35	35	32
Library Technical Assistant or Library Technician	3	4	18
Youth Services Librarian	15	15	22

Note about the Bookkeeper/Finance position:
There is a statistical outlier in this and other larger population categories in connection with the Bookkeeper/Finance position. For a number of libraries, the person who does this work for the library has a position that resides in another municipal department. The staff position in these instances was typically reported as full time in the survey, inflating the average weekly hours number for Bookkeeper/Finance. Most libraries do not have full-time bookkeeping roles.

Population 4,001-6,000

For libraries that serve populations in this band, the Library Director position is typically full-time, and it is supported by multiple other positions. While there are fewer Library Assistant positions that occur in this population band, this Library Assistant work is subsumed as part of other job types that occur more often in this band. Notable is the more regular feature of a librarian position that is in addition to that of Library Director, such as Adult Services Librarian, Youth Services Librarian, or Assistant Library Director.

Job Title	Number of Libraries with this Position	Number of Positions	Avg Weekly Hours
Adult Services Librarian	6	8	31
Assistant Library Director	4	4	27
Bookkeeper/Finance Person	2	2	19
Cataloger	4	5	30
Circulation Supervisor	3	3	27
Custodian or Facilities Person	6	6	17
Library Assistant or Library Clerk	11	22	26
Library Director	17	17	37
Library Technical Assistant or Library Technician	3	4	26
Youth Services Librarian	14	14	32

Note about the Custodian/Facilities position:
There is a statistical outlier in this and other larger population categories in connection with the Custodian/Facilities position. For a number of libraries, the person who does this work for the library has a position that resides in another municipal department. The staff position in these instances was typically reported as full time, inflating the average weekly hours number for Custodian/Facilities. As with the Bookkeeper/Finance position, most libraries retain staff for this work on a very part-time basis.

Population 6,001-10,000

Job Title	Number of Libraries with this Position	Number of Positions	Avg Weekly Hours
Adult Services Librarian	5	8	31
Bookkeeper/Finance Person	3	3	19
Cataloger	5	5	27
Circulation Supervisor	2	2	40
Custodian or Facilities Person	5	5	20
Library Assistant or Library Clerk	6	16	17
Library Director	7	7	40
Library Technical Assistant or Library Technician	2	2	36
Youth Services Librarian	7	7	39

At libraries in this population band, there is consistently a full-time Library Director and a full-time or near full-time Youth Services Librarian. For many of these libraries there is also a part-time Adult Services Librarian.

A range of other types of staff positions that are filled on a part-time basis are part of the staff structure you see in libraries serving 6,001-10,000 people.

Population 10,001-20,000

Job Title	Number of Libraries with this Position	Number of Positions	Avg Weekly Hours
Adult Services Librarian	5	5	35
Assistant Library Director	3	3	31
Bookkeeper/Finance Person	4	4	25
Cataloger	5	5	32.4
Circulation Supervisor	5	5	38
Custodian or Facilities Person	6	7	13
Library Assistant or Library Clerk	8	28	18
Library Director	9	9	37
Library Technical Assistant or Library Technician	5	15	23
Youth Services Librarian	5	6	39

In libraries serving communities of 10,001-20,000 people there are typically multiple full-time professional positions, with variations in the number of positions by type.

Also noticeable in these larger communities is a larger number of Library Assistant and Library Technical Assistant positions when compared to libraries in smaller-sized municipalities. The staff are scaled up, relatively speaking, to serve more people during the greater number of hours libraries in these communities tend to be open. The staff structure in larger facilities clearly supports a greater diversity of professional level services to the public, along with increased access to those services.

Population 20,000+

Just a few libraries in the state serve populations larger than 20,000 people. For those that reported in for the survey, it is clear that most positions tend to be full-time. Additionally, the data for these libraries shows there to be a relatively full complement of staff in terms of specialization, at the professional Librarian level and at the support levels.

Compared to libraries in municipalities with fewer than 6,000 people, those serving populations of 10,000+ offer greater opportunity for library workers to have a full-time or near full-time position. In the part of this report that discusses wages, it will also be evident that the libraries in larger communities also offer greater pay. The gap in total work opportunity and pay rate between larger and smaller municipalities in Vermont likely renders recruitment and retention in smaller libraries challenging.

Job Title	Number of Libraries with this Position	Number of Positions	Avg Weekly Hours
Adult Services Librarian	3	3	40
Assistant Library Director	2	2	40
Bookkeeper/Finance Person	2	2	36
Cataloger	1	1	40
Circulation Supervisor	3	3	37
Custodian or Facilities Person	2	2	30
Library Assistant or Library Clerk	3	14	32
Library Director	3	3	40
Library Technical Assistant or Library Technician	3	7	16
Youth Services Librarian	3	3	40

Staff Wages

In this section, we present a synthesis of staff wages in Vermont libraries for 14 types of positions.[3] The survey collected data on wages for these specific types of paid staff positions, and respondents also provided data for paid positions that fall outside of these types. Data about unpaid volunteer labor provided help to draw a more complete picture by showing how volunteerism and unpaid labor also sustains public services.

It is absolutely clear that many Vermont libraries depend heavily on unpaid volunteer labor to sustain basic operations, such as public programming and the shelving of materials. At the same time, there are few cases in which there are educational requirements for unpaid volunteer labor. This suggests that professional standards for service are modified when libraries must use unpaid volunteer labor to sustain services.

We use population bands to present each of the staff positions. For each type, we've included the highest and lowest hourly rates of pay, along with the average hourly rate.

As a point of reference, we have included both the 2022 Vermont livable wage rate and the 2022 Vermont rate for a single person in a rural area to meet basic needs.[4]

Analysis of pay rates for the individual jobs represented in this survey show that 1 out of 4 Vermont library workers do not make enough per hour to meet basic needs in a rural area (27%). Upon closer inspection, all of these workers are part-time and as such are unlikely to access health benefits through their employer since just 5% of libraries in Vermont offer health benefits to part time employees. Indeed, the average number of paid weekly hours for all public library workers in municipalities under 10,000 that are represented in this survey fall short of full time 40 hours per week work.
This means 76% of the library workforce in Vermont might be considered part-time and not likely to experience the safety net that people often have when employed in a fully benefited position.

In principle, this data can be used to benchmark wages for these positions in different types of libraries. A cautious approach to benchmarking is advised since there are

---

[3] There are four positions for which there was a minimum amount of data because they are not common to Vermont libraries. These are discussed in aggregate form for all Vermont libraries, near the end of this section of the report.

[4] Vermont Legislative Joint Fiscal Office. 2022 Vermont Basic Needs Budget and Livable Wage Report. 2023.

positions that do not make what would be considered a wage that supports basic needs. Benchmarking is often thought of as part of an overall compensation strategy to recruit and retain employees, one that might by default be considered affirmative or aspirational. This outlook about benchmarking does not apply in those instances where staff position types are not paying a livable wage or a wage that would meet basic needs for a single person, let alone someone who is supporting other family members.

Another caution about benchmarking relates to qualifications for job roles. Many libraries do not have articulated qualifications for individual positions, so it can be difficult to make comparisons. Qualifications for each position are included in the analysis. It will be noticeable that often fewer than half of the reporting libraries noted any qualification by looking at this analytic component.

Note:
Readers will notice what might initially appear to be gaps in the data for some position types, in some population bands. For instance, libraries in a municipality with a population of 1 – 1,000 reported there to be no Circulation Supervisors on their staffs so this position doesn't appear in the data for that population band. In other words, the absence of a position for a population band means the position does not exist in libraries in that band.

Library Assistant / 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.

The Library Assistant / Clerk is the second most prevalent position in Vermont libraries, with just over 1 out of 4 workers represented in this study in this role (28%).

Qualification	Libraries with this qualification in place
No educational requirements	16%
High school or GED	31%
College Degree	10%

Only 2% of the staff members holding this job earn a wage sufficient to meet basic needs; they are all employed in libraries that serve populations larger than 20,000. This means that the second most common position in Vermont libraries is unlikely to support a single person's basic needs. It is also, if we consider staffing patterns, not likely to be a full-time position except in the larger municipalities.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Library Assistant or Library Clerk	$20.00	$13.25	$15.37	$15.33	$18.80
1,001-2,000	Library Assistant or Library Clerk	$20.50	$13.18	$15.46	$15.33	$18.80
2,001-4,000	Library Assistant or Library Clerk	$18.90	$13.18	$15.67	$15.33	$18.80
4,001-6,000	Library Assistant or Library Clerk	$23.00	$13.65	$17.52	$15.33	$18.80
6,001-10,000	Library Assistant or Library Clerk	$21.63	$14.50	$17.90	$15.33	$18.80
10,001-20,000	Library Assistant or Library Clerk	$21.36	$14.50	$18.17	$15.33	$18.80
20,000+	Library Assistant or Library Clerk	$27.00	$16.00	$20.83	$15.33	$18.80
All reporting libraries	Library Assistant or Library Clerk	$23.00	$13.18	$16.31	$15.33	$18.80

Library Technical Assistant / 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.

Qualification	Libraries with this qualification in place
No educational requirements	2%
High school or GED	8%
College Degree	10%

This position is distinct from the Library Assistant/Clerk position in that its duties are more complex and broader in scope. 7% of Vermont library workers represented in the study have this job title.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Library Technical Assistant / Technician	$18.25	$18.25	$18.25	$15.33	$18.80
1,001-2,000	Library Technical Assistant / Technician	$20.00	$15.00	$16.92	$15.33	$18.80
2,001-4,000	Library Technical Assistant / Technician	$24.00	$13.18	$19.23	$15.33	$18.80
4,001-6,000	Library Technical Assistant / Technician	$24.00	$13.18	$19.23	$15.33	$18.80
6,001-10,000	Library Technical Assistant / Technician	$19.00	$18.75	$23.88	$15.33	$18.80
10,001-20,000	Library Technical Assistant / Technician	$24.04	$14.53	$20.06	$15.33	$18.80
20,000+	Library Technical Assistant / Technician	$28.00	$19.00	$22.57	$15.33	$18.80
All reporting libraries	Library Technical Assistant / Technician	$28.00	$13.18	$13.37	$15.33	$18.80

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.

Qualification	Libraries with this qualification in place
No educational requirements	3%
High school or GED	1%
College Degree	6%
VT Certificate of Public Librarianship	4%
Master's Degree in Library Science	1%

This position is not common, being held by just 3% of the Vermont library workforce represented in the study.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
2,001-4,000	Circulation Supervisor	$23.12	$18.41	$17.47	$15.33	$18.80
4,001-6,000	Circulation Supervisor	$20.82	$19.00	$19.72	$15.33	$18.80
6,001-10,000	Circulation Supervisor	$27.00	$25.60	$26.65	$15.33	$18.80
10,001-20,000	Circulation Supervisor	$30.15	$22.10	$25.91	$15.33	$18.80
20,000+	Circulation Supervisor	$35.00	$25.68	$29.90	$15.33	$18.80
All reporting libraries	Circulation Supervisor	$35.00	$18.11	$20.95	$15.33	$18.80

Cataloger

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

Qualification	Libraries with this qualification in place
No educational requirements	1%
High school or GED	<1%
College Degree	6%
VT Certificate of Public Librarianship	4%
Master's Degree in Library Science	1%

This position is not common, being held by just 4% of the Vermont library workforce represented in the study.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1,001-2,000	Cataloger	$25.00	$25.00	$25.00	$15.33	$18.80
2,001-4,000	Cataloger	$21.73	$16.77	$19.93	$15.33	$18.80
4,001-6,000	Cataloger	$22.00	$19.00	$20.29	$15.33	$18.80
6,001-10,000	Cataloger	$22.00	$19.00	$20.29	$15.33	$18.80
10,001-20,000	Cataloger	$27.46	$16.00	$20.90	$15.33	$18.80
20,000+	Cataloger	$32.00	$32.00	$32.00	$15.33	$18.80
All reporting libraries	Cataloger	$32.00	$16.00	$21.94	$15.33	$18.80

Youth Services Librarian

A 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.

Qualification	Libraries with this qualification in place
No educational requirements	1%
High school or GED	5%
College Degree	17%
VT Certificate of Public Librarianship	7%
Master's Degree in Library Science	9%

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.

Youth Librarians make up 10% of the library workforce represented in the study. The chart showing rates by population is on the following page.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Youth Services Librarian	$17.86	$15.00	$16.43	$15.33	$18.80
1,001-2,000	Youth Services Librarian	$24.00	$15.00	$18.99	$15.33	$18.80
2,001-4,000	Youth Services Librarian	$29.22	$13.49	$19.41	$15.33	$18.80
4,001-6,000	Youth Services Librarian	$30.00	$14.00	$21.12	$15.33	$18.80
6,001-10,000	Youth Services Librarian	$34.87	$18.00	$24.09	$15.33	$18.80
10,001-20,000	Youth Services Librarian	$34.48	$24.00	$30.59	$15.33	$18.80
20,000+	Youth Services Librarian	$36.00	$23.36	$28.45	$15.33	$18.80
All reporting libraries	Youth Services Librarian	$36.00	$13.49	$21.73	$15.33	$18.80

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.

Qualification	Libraries with this qualification in place
No educational requirements	1%
High school or GED	6%
VT Certificate of Public Librarianship	6%
Master's Degree in Library Science	4%

This individual is also responsible for selection, development, and maintenance of the adult collections.

Adult Services Librarians tend to be seen in libraries in larger municipalities; they make up 5% of the library workforce represented in the study.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1,001-2,000	Adult Services Librarian	$22.00	$17.00	$19.67	$15.33	$18.80
2,001-4,000	Adult Services Librarian	$27.60	$27.60	$27.60	$15.33	$18.80
4,001-6,000	Adult Services Librarian	$31.00	$17.50	$24.49	$15.33	$18.80
6,001-10,000	Adult Services Librarian	$34.87	$17.00	$23.22	$15.33	$18.80
10,001-20,000	Adult Services Librarian	$38.10	$18.50	$26.60	$15.33	$18.80
20,000+	Adult Services Librarian	$38.00	$21.00	$28.36	$15.33	$18.80
All reporting libraries	Adult Services Librarian	$38.10	$15.00	$24.68	$15.33	$18.80

Bookkeeper / Finance Person

A Bookkeeper or Finance Person typically works under the supervision of the Library Director and is responsible for maintaining financial records.

Qualification	Libraries with this qualification in place
No educational requirements	4%
High school or GED	5%
College Degree	6%

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.

This position is not common, being held by just 4% of the Vermont library workforce represented in the study. It appears from notes written by study respondents that many Library Directors also handle the bookkeeping.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Bookkeeper/ Finance	$22.72	$20.70	$21.71	$15.33	$18.80
1,001-2,000	Bookkeeper/ Finance	$35.00	$17.70	$23.74	$15.33	$18.80
2,001-4,000	Bookkeeper/ Finance	$34.00	$23.06	$27.04	$15.33	$18.80
4,001-6,000	Bookkeeper/ Finance	$19.00	$14.00	$16.50	$15.33	$18.80
6,001-10,000	Bookkeeper/ Finance	$22.60	$18.00	$20.54	$15.33	$18.80
10,001-20,000	Bookkeeper/ Finance	$30.49	$18.89	$24.80	$15.33	$18.80
20,000+	Bookkeeper/ Finance	$23.00	$21.00	$22.00	$15.33	$18.80
All reporting libraries	Bookkeeper/ Finance	$35.00	$14.00	$22.19	$15.33	$18.80

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.

Qualification	Libraries with this qualification in place
No educational requirements	<1%
High school or GED	4%
College Degree	6%
VT Certificate of Public Librarianship	4%
Master's Degree in Library Science	4%

In the absence of the Library Director, the Assistant Library Director serves as the acting Director.

Assistant Library Directors compose 5% of the library workforce represented in the study.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Assistant Library Director	$14.50	$14.00	$14.25	$15.33	$18.80
1,001-2,000	Assistant Library Director	$21.00	$14.00	$18.08	$15.33	$18.80
2,001-4,000	Assistant Library Director	$29.22	$13.10	$20.71	$15.33	$18.80
4,001-6,000	Assistant Library Director	$35.00	$14.00	$25.23	$15.33	$18.80
10,001-20,000	Assistant Library Director	$39.28	$15.50	$26.60	$15.33	$18.80
20,000+	Assistant Library Director	$43.00	$30.00	$36.50	$15.33	$18.80
All reporting libraries	Assistant Library Director	$43.00	$13.10	$22.50	$15.33	$18.80

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.

Qualification	Libraries with this qualification in place
No educational requirements	4%
High school or GED	6%
College Degree	22%
VT Certificate of Public Librarianship	28%
Master's Degree in Library Science	26%
Master's Degree in any Field	4%

The Library Director position is the most common position seen in public libraries. 92% of libraries who participated in this study report having this position. In terms of the workforce, 1 out of 4 library jobs in Vermont are the Director role (24%).

The average hourly compensation for this position is $25.90, which is 27% above a basic needs wage for a single person. The public library industry nationally considers this role to be one calling for a Masters' degree, and in Vermont, about 1 out of 3 Directors have this qualification (30%). A challenge in recruiting and retaining candidates may be the fact that the pay in Vermont is not far above a wage to meet basic needs for a single person.

The Library Director position is the only one for which the Vermont Library Association (VLA) makes a salary recommendation. It has been 14 years since VLA has made such a recommendation. In 2009 they recommended an hourly wage of $19.38 for a Library Director. Considering inflation, the base recommendation for 2023 should be $28.06.[5]

This means that Library Directors in municipalities under 4,000 people are not making a professional minimum. Those working in locations in the 4,001—6,000 band are making barely above that minimum, at just $29.00 per hour. This leaves Library Directors in just 14% of the Vermont libraries represented in this study making a wage that is meaningfully in excess of the minimum to meet basic needs for a single person.

---

[5] U.S. Bureau of Labor Statistics. CPI Inflation Calculator

Library Director, continued

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Library Director	$30.00	$12.00	$20.00	$15.33	$18.80
1,001-2,000	Library Director	$42.00	$15.00	$22.51	$15.33	$18.80
2,001-4,000	Library Director	$43.95	$17.00	$24.92	$15.33	$18.80
4,001-6,000	Library Director	$50.00	$19.00	$29.00	$15.33	$18.80
6,001-10,000	Library Director	$40.03	$22.00	$33.12	$15.33	$18.80
10,001-20,000	Library Director	$44.85	$23.00	$39.25	$15.33	$18.80
20,000+	Library Director	$54.00	$42.00	$44.70	$15.33	$18.80
All reporting libraries	Library Director	$54.00	$12.00	$25.90	$15.33	$18.80

Custodian / 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.

Qualification	Libraries with this qualification in place
No educational requirements	24%
High school or GED	9%
College Degree	<1%

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.

This position places as the fourth most common in Vermont libraries, with 9% of the workforce having this role. Typically custodial staff work 10 hours per week, so the role is almost always part time. On average, it pays $20.70 per hour. This means that custodial workers in Vermont libraries on average make 20% less than Library Directors.

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Average Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Custodian or Facilities Person	$22.72	$18.00	$20.50	$15.33	$18.80
1,001-2,000	Custodian or Facilities Person	$23.00	$15.00	$17.43	$15.33	$18.80
2,001-4,000	Custodian or Facilities Person	$25.00	$13.18	$19.98	$15.33	$18.80
4,001-6,000	Custodian or Facilities Person	$26.00	$15.45	$19.67	$15.33	$18.80
6,001-10,000	Custodian or Facilities Person	$20.63	$17.00	$18.53	$15.33	$18.80
10,001-20,000	Custodian or Facilities Person	$22.00	$15.00	$19.07	$15.33	$18.80
20,000+	Custodian or Facilities Person	$23.00	$20.00	$21.50	$15.33	$18.80
All reporting libraries	Custodian or Facilities Person	$26.00	$13.18	$20.70	$15.33	$18.80

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. Shelvers may also retrieve items from the shelves. 71% of Vermont libraries rely on unpaid, volunteer labor to do this work.

10% of responding libraries report having a library page or shelver as a paid position. When reviewing the notes on volunteerism in Vermont, it is clear that materials are most often shelved with unpaid labor.

Qualification	Libraries with this qualification in place
No educational requirements	9%
High school or GED	2%

- The wage range is $13.18 – $17.24
- The average wage is $14.63
- The average number of hours weekly for this position is 10

Paid Student Worker

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.

Qualification	Libraries with this qualification in place
No educational requirements	4%
High school or GED	4%
College Degree	1%

9% of responding libraries report having a paid student worker/intern position, totaling 19 positions. Nearly half of these positions are distributed among two libraries whose population is each about 10,000.
- The wage range is $11.46 – $19.00
- The average wage is $14.70
- The average number of hours weekly for this position is 10

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

Qualification	Libraries with this qualification in place
No educational requirements	<1%
College Degree	4%
Master's Degree in Library Science	1%

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 to youth ages 13 and older.

7% of responding libraries report having a teen librarian on staff. These positions are only in libraries in municipalities with populations of 4,000 or more, with half of the positions being libraries that serve communities of 16,000 or more people.

- The wage range is $18.00 – $31.00
- The average wage is $23.89
- The average number of hours weekly for this position is 30

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.

Qualification	Libraries with this qualification in place
No educational requirements	<1%
High school or GED	<1%
College Degree	<1%
VT Certificate of Public Librarianship	1%

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.

8% of responding libraries report having a supervising librarian on staff. This job role appears to be little used across libraries in the state, with one third of the supervising librarians in the state being in a single reporting library with a population of about 20,000.
- The wage range is $14.00 – $29.21
- The average wage is $21.55
- The average number of hours weekly for this position is 36

Other Positions

Survey respondents provide details about a cross-section of staff members that do not neatly fit into the 15 types provided in the survey. About 1 out of 3 responding libraries reported on having other staff.

By and large, "other staff" denotes a pool of substitutes who help to deliver public service, usually as part of the circulation department.

Staff Position Type	Number of libraries with this position
Substitute for staff at service desks and/or provide circulation support (e.g., interlibrary loan)	20
Ad hoc youth programming support	6
Technology services & support	5
Programming & outreach for all	4
Fundraising, development, communications	4
Outreach & publicity for all	3
Historical archives curation / digitization	3
Grounds maintenance (incl. snow removal)	3
Administrative assistant	1

The table here demonstrates a diversity of staff positions that exist in libraries to help sustain programs and services to the public.

Unpaid Volunteer, Student Worker, or Intern Positions

Unpaid labor is widely deployed across all types and sizes of Vermont and it is rare that there is an educational requirement. Just 6% require High school/GED, and 1% require a college degree.

This chart summarizes the types of unpaid labor used in libraries and its occurrence in responding libraries.

Type of unpaid labor	Percentage of libraries who use this labor
Shelving	71%
Programming & Outreach	42%
Facilities & Custodial work	20%
IT Support	14%
Cataloging	12%
Reference	11%
Grant writing	5%
Development	4%
Marketing	1%
Legal	<1%

Geographic Analysis

The population bands used for analysis capture well information about salaries and wages based on the scale of the population served by a library. Analysis shows that this proves to be an excellent way to group similar libraries together.

While we have the county data for the libraries that are represented in the survey, a county-by-county would be at odds with keeping confidential the information provided by respondents. We provide here a regional approach, to lend insight into differences in wages that may exist in relation to geographic factors.

North Counties	Central Counties	South Counties
Caledonia, Essex, Franklin, Grand Isle, Lamoille, Orleans	Addison, Chittenden, Orange, Washington	Bennington, Rutland, Windham, Windsor

In the chart below are the average hourly rates for the three most common positions found in public libraries in Vermont. **There is a clear trend: central counties pay the highest wages overall.** On average:

- Library Directors in central Vermont earn 19% more than their counterparts in the north and 2% more than their peers in the south.
- Library Assistants in central Vermont earn 10% more than their counterparts in the north and 32% more than their peers in the south.
- Youth Services Librarians in central Vermont earn 30% more than their counterparts in the north and 16% more than their peers in the south.

Average hourly rates by region

	North Counties	Central Counties	South Counties
Library Director	$22.92	$27.32	$26.66
Library Assistant / Clerk	$15.88	$17.50	$13.21
Youth Services Librarian	$18.27	$23.81	$21.25

This regional pattern bears out when looking at health benefits as well. Using health benefits as an indicator of overall benefit levels, central Vermont library workers have the greatest access to health benefits (56%), followed by counterparts in the north (50%) and peers in the south (37%). It is evident from these statistics that overall, compensation does vary by region in Vermont.

Benefits

In the previous section of this analysis, we looked at wages as a form of compensation. In this section we will examine the data for a range of benefits that may be typical to employment. These are:

- Paid health benefits
- Paid dental benefits
- Personal time off
- Retirement benefits

- Paid family leave
- Unemployment insurance
- Disability insurance

The overall trend we see in the providing of benefits is that libraries located in municipalities with larger populations are more likely to offer benefits, and predominantly these are accessible to full-time employees. Some highlights about Vermont library workers are:

- 45% have access to paid health benefits.
- 30% have access to paid dental benefits.
- 36% are enrolled in *VMERS*, the Vermont Municipal Employee Retirement System.
- 10% are enrolled in a pre-tax savings plan in lieu of *VMERS* membership.
- 5% are eligible for paid family leave; even fewer are eligible for unpaid family leave.
- 15% are covered by library-provided short- and/or long-term disability insurance.

Over half of the Vermont library workforce has access to no benefits outside of personal time off.

In this section, we review the range of benefit types for employees, organizing this information in population bands. This organization supports benchmarking across libraries, using the population of the municipality in which the library is located as a mechanism for comparison.

Paid Health Benefits

Vermont libraries in municipalities with larger populations are more likely to offer health benefits to employees. Very few offer paid health benefits to part time staff, with just 5% of responding libraries indicating that this is part of the part-time employee benefits package.

For paid health benefits there are several wide swings in the percentage of the benefit paid by the employer. Considering this, we have calculated the median employer payment since this reflects what might be understood as typical for libraries.

Population Band	Libraries in this band who offer paid health benefits	Range of employer payment toward premium	Median employer payment toward premium
1-1,000	13%	15—100%	100%
1,001-2,000	29%	80—100%	100%
2,001-4,000	24%	0—100%	90%
4,001-6,000	82%	0—100%	80%
6,001-10,000	100%	50—99%	90%
10,001-20,000	100%	90—100%	90%
20,000+	100%	80—93%	89%
All reporting libraries	45%	0—100%	90%

Paid Dental Benefits

About 1 out of 3 employees in responding libraries receive paid dental benefits as part of their compensation (30%). Typically, the employer pays the entire cost of this benefit, which is enjoyed primarily by full time staff members. Just 4% of part time employees have access to dental benefits.

Population Band	Libraries in this band who offer paid dental benefits	Range of employer payment toward premium	Median employer payment toward premium
1-1,000	4%	100%	100%
1,001-2,000	6%	50—100%	75%
2,001-4,000	31%	50—100%	90%
4,001-6,000	71%	50—100%	100%
6,001-10,000	57%	50—100%	100%
10,001-20,000	33%	85—100%	100%
20,000+	100%	100%	100%
All reporting libraries	30%	50—100%	100%

Personal Time Off (PTO)

3 out of 4 Vermont libraries offer paid personal time off as a benefit (76%). Those libraries that do not offer this benefit are typically serving in municipalities with populations under 2,000. This can be seen in the chart below.

When sharing details about eligibility for personal time off, major trends surfaced.

These are:

- 69% of libraries report providing PTO to full-time employees.
- 60% of libraries indicate providing PTO to part-time employees.
- 17% of libraries shared that they provide PTO as a benefit to specific positions. When this benefit is linked to a specific position, 79% of the time it is the Library Director. Otherwise, the recipient of this benefit is either the Youth Services Librarian or, in the case of the smallest libraries, the Library Assistant.

Population Band	Libraries who offer PTO
1-1,000	67%
1,001-2,000	73%
2,001-4,000	89%
4,001-6,000	100%
6,001-10,000	100%
10,001-20,000	100%
20,000+	100%
All reporting libraries	76%

For full-time staff members, annual leave ranges from 20—580 hours, with the average being 170 hours per year, or about 21 days per annum presuming an 8-hour workday. The wide spread is not grossly different from the median number of leave hours. The median number is 150 hours yearly, or about 19 days per annum presuming an 8-hour workday.

For part-time staff members, PTO is generally prorated based on the number of hours per week an individual employee typically works, though some libraries do seem to provide a fixed number of hours. Annual leave ranges from 2—380 hours, with the average being 80 hours per year, or about 10 days per annum presuming an 8-hour workday. The wide spread is not very different from the median number of leave hours. The median number is 70 hours yearly, nearly 9 days per annum presuming an 8-hour workday.

Retirement Benefits

The survey collected data on the retirement benefits offered to library employees. Overall, under half of public workers have any access to retirement benefits. Responses indicate that about 1 out of 3 library employees are enrolled in the *VMERS*, the Vermont Municipal Employee Retirement System (36%).

Another format of providing retirement benefits is to offer a pre-tax savings plan, a benefit which may be offered in lieu of or in addition to enrolling employees in VMERS. 1 out of 10 of responding libraries shared that in lieu of VMERS participation, they offer a pre-tax savings plan (e.g., 401k plan). 1 out of 4 libraries offer employees a pre-tax savings plan in addition to VMERS enrollment (24%).

Eligibility for benefits varies considerably. As with many other forms of non-wage compensation, libraries in municipalities with larger populations tend to offer membership in VMERS. The upshot of these statistic does show that fewer than half of Vermont library workers have access to retirement benefits.

Population Band	Libraries in this band who participate in VMERS	Libraries in this band who offers pre-tax savings plan
1-1,000	0%	8%
1,001-2,000	25%	5%
2,001-4,000	37%	29%
4,001-6,000	71%	24%
6,001-10,000	71%	43%
10,001-20,000	44%	6%
20,000+	67%	3%
All reporting libraries	36%	24%

Paid Family Leave

Vermont's Parental Leave Law covers employers with 10 or more employees who work an average of 30 hours per week over the course of a year. The State's Family Leave Law covers employers with 15 or more employees working 30 hours or more weekly per annum.[6]

The survey data shows that about 2% of Vermont public libraries have more than 10 staff members, meaning that most employees are ineligible for protection and benefits that are accrued under the State Parental and Family Leave Laws.

We asked survey respondents to indicate if their Library has a separate policy for paid family leave. Just 5% of libraries provide paid family leave, which indicates that the majority of the workforce in Vermont libraries have access to either paid or unpaid family leave.

Unemployment Insurance

Vermont employers who pay at least $1,500 in gross wages during any calendar quarter in the current or preceding year, regardless of the number of employees, are obliged to pay into the State's unemployment trust fund.[7] Considering the data on wages and average number of hours worked, all Libraries represented in the survey are under obligation to pay into the trust.

When asked if their Library paid into Vermont's unemployment trust fund, one third of responding libraries indicated that their Library does (36%). However, nearly half indicated that they do not know if their Library pays into the trust (44%), and 20% indicated that their Library does not pay into the trust.

While the data might suggest that 1 out of 5 libraries are not paying into the trust, the data also shows that many respondents are not familiar with this aspect of payroll. There is an opportunity to educate library leadership about unemployment insurance and how it is funded in the State of Vermont, in order to gauge more completely Library compliance with this employer obligation.

---

[6] Vermont Department of Labor Family Medical Leave
[7] Vermont Department of Labor Unemployment Insurance

Disability Insurance

The State of Vermont does not require employers to provide Disability Insurance to employees.[8] The State of Vermont does not have a long-term disability program. Employees seeking long-term disability apply to the Social Security Administration for disability benefits.

The survey collected data on the number of libraries that opt to provide short- and long-term disability insurance. About 1 out of 6 libraries provide this benefit (15%). Those libraries that do provide this benefit are in municipalities of every population band, without a significant clustering in smaller or larger sized municipalities.   In other words, there is no trend in the availability of this benefit and the size of a library's operation of the size of the community the library serves.

For the minority of libraries that pay for short- and long-term disability insurance, the predominant pattern is that the employer to pay for the full cost. The data shows that 8 out of 10 libraries pay the full amount for employees (84%). The balance of libraries share the cost of premiums between the employer and the employee, with the employer paying 66% or more of the cost.

Other Benefits

The survey collected information on benefits other than those discussed above, such as tuition remission, support for professional development, and fringe-type benefits. These are summarized below.

Fewer than 2% of libraries offer access to books at a discount, vision insurance, and access to an employee assistance program.

Type of unpaid labor	Percentage of libraries who offer this benefit
Financial support for conference/workshop attendance	67%
Travel reimbursement	51%
Access to technology for personal use	13%
Tuition assistance or reimbursement	9%
Ease of Access to Insurance	7%
Free beverages and snacks	6%
Textbook reimbursement	4%
Health & wellness incentives	4%
Professional dues paid by employer	3%
Paid life insurance	3%

---

[8] Atticus Frequently Asked Questions about benefits in Vermont

Benefits – Incorporated & Municipal Libraries

The analysis of benefits for Vermont library workers shows that there are many who simply do not have access to benefits beyond personal time off, especially those who work in libraries that serve smaller populations.

As Vermont has both incorporated and municipal libraries, and we reviewed benefits data to detect what benefits are available to staff members based on the way in which their library is structured. The chart below shows the percentages of libraries that have any employee who is eligible for the specified benefit type.

Benefit type	Incorporated libraries	Municipal libraries
Health benefits	37%	52%
Dental benefits	21%	34%
Vermont Municipal Employee Retirement System (VMERS)	4%	47%
Pre-tax savings plan in lieu of VMERS participation	33%	3%
Personal time off (PTO)	88%	79%

This chart reinforces the fact that less than half of Vermont library workers have access to health, dental, and retirement benefits.

Incorporated and municipal libraries may both be eligible for retirement benefits through VMERS. However, the eligibility requirements may constrain a library's ability to participate, especially in smaller-population municipalities where there is a predominance of part-time library workers.

There is not a major difference in the granting of personal time off to staff members when considering library structure, suggesting that leave as a benefit varies much more closely to the population size served by a library.

Appendix A: 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 in late 2023. 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 will 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, moving through it in a forward direction and without pausing for more than 10 minutes.

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 required. 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? E.g, is your library connected to another school or library administratively through an inter-local agreement? Or, is it one of multiple libraries within a larger organization such as a library federation.

   For this question, we do not consider resource-sharing cooperatives such as GMLC or Catamount Libraries to be larger governing organizations.

   ___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?

6. Does your library have a "seasonal schedule" or change its open days or hours during the year?

    ___Yes
    ___No

    If no, skip to next question.

    If yes, please describe.

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 that they also serve as the Children's Librarian.

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

- o Educational requirements
- o Number of people in the position
- o Average or typical number of hours worked weekly
- o Average or typical hourly rate of pay
- o 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 with 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. Shelvers may also retrieve items from the shelves.

       1a. Educational requirements of Library Page or Shelver 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 Page or Shelver positions (use a whole number)

       1c. Total number of hours worked weekly by Library Page or Shelver positions

       1d. Average hourly rate of pay of Library Page or Shelver positions

       1e. Average number of years in position

       1f. Additional Duties:

2. 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:

3. 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:

4. 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:

5. 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:

6. 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:

7. 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:

8. 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:

9. **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:

10. 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

11. 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:

12. 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:

13. 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:

14. 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

15. 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

15h. Duties performed by other staff (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

15i. Please provide any information about other paid staff you feel is relevant (e.g. other paid staff are seasonally employed, one other paid staff position is paid for by another organization, etc.)

16. 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 number of years in position

16e. 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

16f. Please provide any information about other Unpaid Volunteer, Student Worker or Intern positions you feel is relevant (e.g. unpaid staff are seasonally employed, one unpaid staff position is paid for by another organization, etc.)

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?
- o Yes
- o 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 <u>higher</u> 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
       ___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.

Appendix B: Staffing Profiles – Sorted by Population Band

Population Band	Job Title	Number of Libraries with this Position	Number of Positions	Weekly Hours
1-1,000	Assistant Library Director	2	2	9
1-1,000	Bookkeeper/Finance	2	2	1
1-1,000	Custodian or Facilities Person	5	6	8
1-1,000	Library Assistant or Library Clerk	10	11	11
1-1,000	Library Director	18	18	20
1-1,000	Library Technical Assistant or Library Technician	1	2	5
1-1,000	Youth Services Librarian	2	2	20
1,001-2,000	Adult Services Librarian	3	3	18
1,001-2,000	Assistant Library Director	3	3	15
1,001-2,000	Bookkeeper/Finance	5	5	2
1,001-2,000	Cataloger	1	1	5
1,001-2,000	Custodian or Facilities Person	10	10	2
1,001-2,000	Library Assistant or Library Clerk	19	22	7
1,001-2,000	Library Director	39	39	24
1,001-2,000	Library Technical Assistant or Library Technician	5	5	7
1,001-2,000	Youth Services Librarian	8	8	21
2,001-4,000	Adult Services Librarian	1	1	24
2,001-4,000	Assistant Library Director	12	13	26
2,001-4,000	Bookkeeper/Finance	5	5	25
2,001-4,000	Cataloger	3	3	15
2,001-4,000	Circulation Supervisor	4	4	25
2,001-4,000	Custodian or Facilities Person	11	11	5
2,001-4,000	Library Assistant or Library Clerk	19	32	17
2,001-4,000	Library Director	35	35	32
2,001-4,000	Library Technical Assistant or Library Technician	3	4	18
2,001-4,000	Youth Services Librarian	15	15	22

Staffing Profiles – Sorted by Population Band

Population Band	Job Title	Number of Libraries with this Position	Number of Positions	Weekly Hours
4,001-6,000	Adult Services Librarian	6	8	31
4,001-6,000	Assistant Library Director	4	4	27
4,001-6,000	Bookkeeper/Finance	2	2	19
4,001-6,000	Cataloger	4	5	30
4,001-6,000	Circulation Supervisor	3	3	27
4,001-6,000	Custodian or Facilities Person	6	6	17
4,001-6,000	Library Assistant or Library Clerk	11	22	26
4,001-6,000	Library Director	17	17	37
4,001-6,000	Library Technical Assistant or Library Technician	3	4	26
4,001-6,000	Youth Services Librarian	14	14	32
6,001-10,000	Adult Services Librarian	5	8	31
6,001-10,000	Bookkeeper/Finance	3	3	19
6,001-10,000	Cataloger	5	5	27
6,001-10,000	Circulation Supervisor	2	2	40
6,001-10,000	Custodian or Facilities Person	5	5	20
6,001-10,000	Library Assistant or Library Clerk	6	16	17
6,001-10,000	Library Director	7	7	40
6,001-10,000	Library Technical Assistant or Library Technician	2	2	36
6,001-10,000	Youth Services Librarian	7	7	39
10,001-20,000	Adult Services Librarian	5	5	35
10,001-20,000	Assistant Library Director	3	3	31
10,001-20,000	Bookkeeper/Finance	4	4	25
10,001-20,000	Cataloger	5	5	32.4
10,001-20,000	Circulation Supervisor	5	5	38
10,001-20,000	Custodian or Facilities Person	6	7	13
10,001-20,000	Library Assistant or Library Clerk	8	28	18
10,001-20,000	Library Director	9	9	37
10,001-20,000	Library Technical Assistant or Library Technician	5	15	23
10,001-20,000	Youth Services Librarian	5	6	39

Staffing Profiles – Sorted by Population Band

Population Band	Job Title	Number of Libraries with this Position	Number of Positions	Weekly Hours
20,000+	Adult Services Librarian	3	3	40
20,000+	Assistant Library Director	2	2	40
20,000+	Bookkeeper/Finance	2	2	36
20,000+	Cataloger	1	1	40
20,000+	Circulation Supervisor	3	3	37
20,000+	Custodian or Facilities Person	2	2	30
20,000+	Library Assistant or Library Clerk	3	14	32
20,000+	Library Director	3	3	40
20,000+	Library Technical Assistant or Library Technician	3	7	16
20,000+	Youth Services Librarian	3	3	40
All reporting libraries	Adult Services Librarian	23	28	31
All reporting libraries	Assistant Library Director	26	27	26
All reporting libraries	Bookkeeper/Finance	20	20	18
All reporting libraries	Cataloger	19	20	28
All reporting libraries	Circulation Supervisor	17	17	30
All reporting libraries	Custodian or Facilities Person	45	47	10
All reporting libraries	Library Assistant or Library Clerk	76	145	23
All reporting libraries	Library Director	128	128	30
All reporting libraries	Library Technical Assistant or Library Technician	22	39	18
All reporting libraries	Youth Services Librarian	54	55	27

Appendix C: Compensation Profiles – Sorted by Population Band

Population Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Mean Hourly Rate	2022 VT Liveable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Assistant Library Director	$14.50	$14.00	$14.25	$15.33	$18.80
1-1,000	Bookkeeper/Finance	$22.72	$20.70	$21.71	$15.33	$18.80
1-1,000	Custodian or Facilities Person	$22.72	$18.00	$20.50	$15.33	$18.80
1-1,000	Library Assistant or Library Clerk	$20.00	$13.25	$15.37	$15.33	$18.80
1-1,000	Library Director	$30.00	$12.00	$20.00	$15.33	$18.80
1-1,000	Library Technical Assistant or Library Technician	$18.25	$18.25	$18.25	$15.33	$18.80
1-1,000	Youth Services Librarian	$17.86	$15.00	$16.43	$15.33	$18.80
1,001-2,000	Adult Services Librarian	$22.00	$17.00	$19.67	$15.33	$18.80
1,001-2,000	Assistant Library Director	$21.00	$14.00	$18.08	$15.33	$18.80
1,001-2,000	Bookkeeper/Finance	$35.00	$17.70	$23.74	$15.33	$18.80
1,001-2,000	Cataloger	$25.00	$25.00	$25.00	$15.33	$18.80
1,001-2,000	Custodian or Facilities Person	$23.00	$15.00	$17.43	$15.33	$18.80
1,001-2,000	Library Assistant or Library Clerk	$20.50	$13.18	$15.46	$15.33	$18.80
1,001-2,000	Library Director	$42.00	$15.00	$22.51	$15.33	$18.80
1,001-2,000	Library Technical Assistant or Library Technician	$20.00	$15.00	$16.92	$15.33	$18.80
1,001-2,000	Youth Services Librarian	$24.00	$15.00	$18.99	$15.33	$18.80
2,001-4,000	Adult Services Librarian	$27.60	$27.60	$27.60	$15.33	$18.80
2,001-4,000	Assistant Library Director	$29.22	$13.10	$20.71	$15.33	$18.80
2,001-4,000	Bookkeeper/Finance	$34.00	$23.06	$27.04	$15.33	$18.80
2,001-4,000	Cataloger	$21.73	$16.77	$19.93	$15.33	$18.80
2,001-4,000	Circulation Supervisor	$23.12	$18.41	$17.47	$15.33	$18.80
2,001-4,000	Custodian or Facilities Person	$25.00	$13.18	$19.98	$15.33	$18.80
2,001-4,000	Library Assistant or Library Clerk	$13.18	$18.90	$15.67	$15.33	$18.80
2,001-4,000	Library Director	$43.95	$17.00	$24.92	$15.33	$18.80
2,001-4,000	Library Technical Assistant or Library Technician	$24.00	$13.18	$19.23	$15.33	$18.80
2,001-4,000	Youth Services Librarian	$29.22	$13.49	$19.41	$15.33	$18.80

Compensation Profiles – Sorted by Population Band

Population Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Mean Hourly Rate	2022 VT Liveable Wage	2022 VT Rural Basic Needs Wage
4,001-6,000	Adult Services Librarian	$31.00	$17.50	$24.49	$15.33	$18.80
4,001-6,000	Assistant Library Director	$35.00	$14.00	$25.23	$15.33	$18.80
4,001-6,000	Bookkeeper/Finance	$19.00	$14.00	$16.50	$15.33	$18.80
4,001-6,000	Cataloger	$19.00	$22.00	$20.29	$15.33	$18.80
4,001-6,000	Circulation Supervisor	$20.82	$19.00	$19.72	$15.33	$18.80
4,001-6,000	Custodian or Facilities Person	$26.00	$15.45	$19.67	$15.33	$18.80
4,001-6,000	Library Assistant or Library Clerk	$23.00	$13.65	$17.52	$15.33	$18.80
4,001-6,000	Library Director	$50.00	$19.00	$29.00	$15.33	$18.80
4,001-6,000	Library Technical Assistant or Library Technician	$24.00	$13.18	$19.23	$15.33	$18.80
4,001-6,000	Youth Services Librarian	$30.00	$14.00	$21.12	$15.33	$18.80
6,001-10,000	Adult Services Librarian	$34.87	$17.00	$23.22	$15.33	$18.80
6,001-10,000	Bookkeeper/Finance	$22.60	$18.00	$20.54	$15.33	$18.80
6,001-10,000	Cataloger	$22.00	$19.00	$20.29	$15.33	$18.80
6,001-10,000	Circulation Supervisor	$27.00	$25.60	$26.65	$15.33	$18.80
6,001-10,000	Custodian or Facilities Person	$20.63	$17.00	$18.53	$15.33	$18.80
6,001-10,000	Library Assistant or Library Clerk	$21.63	$14.50	$17.90	$15.33	$18.80
6,001-10,000	Library Director	$40.03	$22.00	$33.12	$15.33	$18.80
6,001-10,000	Library Technical Assistant or Library Technician	$19.00	$18.75	$23.88	$15.33	$18.80
6,001-10,000	Youth Services Librarian	$34.87	$18.00	$24.09	$15.33	$18.80
10,001-20,000	Adult Services Librarian	$38.10	$18.50	$26.60	$15.33	$18.80
10,001-20,000	Assistant Library Director	$39.28	$15.50	$26.60	$15.33	$18.80
10,001-20,000	Bookkeeper/Finance	$30.49	$18.89	$24.80	$15.33	$18.80
10,001-20,000	Cataloger	$27.46	$16.00	$20.90	$15.33	$18.80
10,001-20,000	Circulation Supervisor	$30.15	$22.10	$25.91	$15.33	$18.80
10,001-20,000	Custodian or Facilities Person	$22.00	$15.00	$19.07	$15.33	$18.80
10,001-20,000	Library Assistant or Library Clerk	$21.36	$14.50	$18.17	$15.33	$18.80
10,001-20,000	Library Director	$44.85	$23.00	$39.25	$15.33	$18.80
10,001-20,000	Library Technical Assistant or Library Technician	$24.04	$14.53	$20.06	$15.33	$18.80
10,001-20,000	Youth Services Librarian	$34.48	$24.00	$30.59	$15.33	$18.80

Compensation Profiles – Sorted by Population Band

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Mean Hourly Rate	2022 VT Liveable Wage	2022 VT Rural Basic Needs Wage
20,000+	Adult Services Librarian	$38.00	$21.00	$28.36	$15.33	$18.80
20,000+	Assistant Library Director	$43.00	$30.00	$36.50	$15.33	$18.80
20,000+	Bookkeeper/Finance	$23.00	$21.00	$22.00	$15.33	$18.80
20,000+	Cataloger	$32.00	$32.00	$32.00	$15.33	$18.80
20,000+	Circulation Supervisor	$35.00	$25.68	$29.90	$15.33	$18.80
20,000+	Custodian or Facilities Person	$23.00	$20.00	$21.50	$15.33	$18.80
20,000+	Library Assistant or Library Clerk	$27.00	$16.00	$20.83	$15.33	$18.80
20,000+	Library Director	$54.00	$42.00	$44.70	$15.33	$18.80
20,000+	Library Technical Assistant or Library Technician	$28.00	$19.00	$22.57	$15.33	$18.80
20,000+	Youth Services Librarian	$36.00	$23.36	$28.45	$15.33	$18.80
All reporting libraries	Adult Services Librarian	$38.10	$17.00	$24.68	$15.33	$18.80
All reporting libraries	Assistant Library Director	$43.00	$13.10	$22.50	$15.33	$18.80
All reporting libraries	Bookkeeper/Finance	$30.49	$14.00	$22.19	$15.33	$18.80
All reporting libraries	Cataloger	$32.00	$16.00	$21.94	$15.33	$18.80
All reporting libraries	Circulation Supervisor	$35.00	$18.41	$20.95	$15.33	$18.80
All reporting libraries	Custodian or Facilities Person	$26.00	$13.18	$20.70	$15.33	$18.80
All reporting libraries	Library Assistant or Library Clerk	$27.00	$13.18	$16.31	$15.33	$18.80
All reporting libraries	Library Director	$54.00	$15.00	$25.90	$15.33	$18.80
All reporting libraries	Library Technical Assistant or Library Technician	$28.00	$13.18	$13.37	$15.33	$18.80
All reporting libraries	Youth Services Librarian	$36.00	$13.49	$21.73	$15.33	$18.80

Appendix D: Compensation Profiles – Sorted by Position Type

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Mean Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1,001-2,000	Adult Services Librarian	$22.00	$17.00	$19.67	$15.33	$18.80
2,001-4,000	Adult Services Librarian	$27.60	$27.60	$27.60	$15.33	$18.80
4,001-6,000	Adult Services Librarian	$31.00	$17.50	$24.49	$15.33	$18.80
6,001-10,000	Adult Services Librarian	$34.87	$17.00	$23.22	$15.33	$18.80
10,001-20,000	Adult Services Librarian	$38.10	$18.50	$26.60	$15.33	$18.80
20,000+	Adult Services Librarian	$38.00	$21.00	$28.36	$15.33	$18.80
All reporting libraries	Adult Services Librarian	$38.10	$17.00	$24.68	$15.33	$18.80
1-1,000	Assistant Library Director	$14.50	$14.00	$14.25	$15.33	$18.80
1,001-2,000	Assistant Library Director	$21.00	$14.00	$18.08	$15.33	$18.80
2,001-4,000	Assistant Library Director	$29.22	$13.10	$20.71	$15.33	$18.80
4,001-6,000	Assistant Library Director	$35.00	$14.00	$25.23	$15.33	$18.80
10,001-20,000	Assistant Library Director	$39.28	$15.50	$26.60	$15.33	$18.80
20,000+	Assistant Library Director	$43.00	$30.00	$36.50	$15.33	$18.80
All reporting libraries	Assistant Library Director	$43.00	$13.10	$22.50	$15.33	$18.80
1-1,000	Bookkeeper/Finance	$22.72	$20.70	$21.71	$15.33	$18.80
1,001-2,000	Bookkeeper/Finance	$35.00	$17.70	$23.74	$15.33	$18.80
2,001-4,000	Bookkeeper/Finance	$34.00	$23.06	$27.04	$15.33	$18.80
4,001-6,000	Bookkeeper/Finance	$19.00	$14.00	$16.50	$15.33	$18.80
6,001-10,000	Bookkeeper/Finance	$22.60	$18.00	$20.54	$15.33	$18.80
10,001-20,000	Bookkeeper/Finance	$30.49	$18.89	$24.80	$15.33	$18.80
20,000+	Bookkeeper/Finance	$23.00	$21.00	$22.00	$15.33	$18.80
All reporting libraries	Bookkeeper/Finance	$35.00	$14.00	$22.19	$15.33	$18.80

Compensation Profiles – Sorted by Position Type

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Mean Hourly Rate	2022 VT Liveable Wage	2022 VT Rural Basic Needs Wage
1,001-2,000	Cataloger	$25.00	$25.00	$25.00	$15.33	$18.80
2,001-4,000	Cataloger	$21.73	$16.77	$19.93	$15.33	$18.80
4,001-6,000	Cataloger	$22.00	$19.00	$20.29	$15.33	$18.80
6,001-10,000	Cataloger	$22.00	$19.00	$20.29	$15.33	$18.80
10,001-20,000	Cataloger	$27.46	$16.00	$20.90	$15.33	$18.80
20,000+	Cataloger	$32.00	$32.00	$32.00	$15.33	$18.80
All reporting libraries	Cataloger	$32.00	$16.00	$21.94	$15.33	$18.80
2,001-4,000	Circulation Supervisor	$23.12	$18.41	$17.47	$15.33	$18.80
4,001-6,000	Circulation Supervisor	$20.82	$19.00	$19.72	$15.33	$18.80
6,001-10,000	Circulation Supervisor	$27.00	$25.60	$26.65	$15.33	$18.80
10,001-20,000	Circulation Supervisor	$30.15	$22.10	$25.91	$15.33	$18.80
20,000+	Circulation Supervisor	$35.00	$25.68	$29.90	$15.33	$18.80
All reporting libraries	Circulation Supervisor	$35.00	$18.41	$20.95	$15.33	$18.80
1-1,000	Custodian or Facilities Person	$22.72	$18.00	$20.50	$15.33	$18.80
1,001-2,000	Custodian or Facilities Person	$23.00	$15.00	$17.43	$15.33	$18.80
2,001-4,000	Custodian or Facilities Person	$25.00	$13.18	$19.98	$15.33	$18.80
4,001-6,000	Custodian or Facilities Person	$26.00	$15.45	$19.67	$15.33	$18.80
6,001-10,000	Custodian or Facilities Person	$20.63	$17.00	$18.53	$15.33	$18.80
10,001-20,000	Custodian or Facilities Person	$22.00	$15.00	$19.07	$15.33	$18.80
20,000+	Custodian or Facilities Person	$23.00	$20.00	$21.50	$15.33	$18.80
All reporting libraries	Custodian or Facilities Person	$26.00	$13.18	$20.70	$15.33	$18.80
1-1,000	Library Assistant or Library Clerk	$20.00	$13.25	$15.37	$15.33	$18.80
1,001-2,000	Library Assistant or Library Clerk	$20.50	$13.18	$15.46	$15.33	$18.80
2,001-4,000	Library Assistant or Library Clerk	$18.90	$13.18	$15.67	$15.33	$18.80
4,001-6,000	Library Assistant or Library Clerk	$23.00	$13.65	$17.52	$15.33	$18.80
6,001-10,000	Library Assistant or Library Clerk	$21.63	$14.50	$17.90	$15.33	$18.80
10,001-20,000	Library Assistant or Library Clerk	$21.36	$14.50	$18.17	$15.33	$18.80
20,000+	Library Assistant or Library Clerk	$27.00	$16.00	$20.83	$15.33	$18.80
All reporting libraries	Library Assistant or Library Clerk	$27.00	$13.18	$16.31	$15.33	$18.80

Compensation Profiles – Sorted by Position Type

Pop Band	Job Title	Highest Hourly Rate	Lowest Hourly Rate	Mean Hourly Rate	2022 VT Livable Wage	2022 VT Rural Basic Needs Wage
1-1,000	Library Director	$30.00	$12.00	$20.00	$15.33	$18.80
1,001-2,000	Library Director	$42.00	$15.00	$22.51	$15.33	$18.80
2,001-4,000	Library Director	$43.95	$17.00	$24.92	$15.33	$18.80
4,001-6,000	Library Director	$50.00	$19.00	$29.00	$15.33	$18.80
6,001-10,000	Library Director	$40.03	$22.00	$33.12	$15.33	$18.80
10,001-20,000	Library Director	$44.85	$23.00	$39.25	$15.33	$18.80
20,000+	Library Director	$54.00	$42.00	$44.70	$15.33	$18.80
All reporting libraries	Library Director	$54.00	$15.00	$25.90	$15.33	$18.80
1-1,000	Library Technical Assistant or Library Technician	$18.25	$18.25	$18.25	$15.33	$18.80
1,001-2,000	Library Technical Assistant or Library Technician	$20.00	$15.00	$16.92	$15.33	$18.80
2,001-4,000	Library Technical Assistant or Library Technician	$24.00	$13.18	$19.23	$15.33	$18.80
4,001-6,000	Library Technical Assistant or Library Technician	$24.00	$13.18	$19.23	$15.33	$18.80
6,001-10,000	Library Technical Assistant or Library Technician	$19.00	$18.75	$23.88	$15.33	$18.80
10,001-20,000	Library Technical Assistant or Library Technician	$24.04	$14.53	$20.06	$15.33	$18.80
20,000+	Library Technical Assistant or Library Technician	$28.00	$19.00	$22.57	$15.33	$18.80
All reporting libraries	Library Technical Assistant or Library Technician	$28.00	$13.18	$13.37	$15.33	$18.80
1-1,000	Youth Services Librarian	$17.86	$15.00	$16.43	$15.33	$18.80
1,001-2,000	Youth Services Librarian	$24.00	$15.00	$18.99	$15.33	$18.80
2,001-4,000	Youth Services Librarian	$29.22	$13.49	$19.41	$15.33	$18.80
4,001-6,000	Youth Services Librarian	$30.00	$14.00	$21.12	$15.33	$18.80
6,001-10,000	Youth Services Librarian	$34.87	$18.00	$24.09	$15.33	$18.80
10,001-20,000	Youth Services Librarian	$34.48	$24.00	$30.59	$15.33	$18.80
20,000+	Youth Services Librarian	$36.00	$23.36	$28.45	$15.33	$18.80
All reporting libraries	Youth Services Librarian	$36.00	$13.49	$21.73	$15.33	$18.80

Appendix E: Survey Respondent Tools

Survey respondents had access to several different types of documentation to help them complete the survey.

- Get Ready Guide
- FAQs
- Detailed Guide to Section B
- Detailed Guide to Section C

Copies of these documents follow.

Vermont Public Library Compensation and Staffing Survey: Get Ready

This summer, in partnership with the [Constructive Disruption](#) consultancy, the Vermont Department of Libraries and the [Working Group on the Status of Libraries in Vermont](#) are undertaking a Public Library Compensation & Staffing Survey and Analysis. The compensation and staffing survey is part of the Working Group's charge, and will ultimately be included in the Group's report, scheduled to be delivered to House and Senate Committees on Education in November 2023.

Hearing from each of our 185 public libraries in this study is important to ensure the findings are representative and useful as both a picture of the current state of staffing and compensation as well as for advocating in the future. The survey intends to study staffing levels at Vermont libraries, whether staffing levels are sufficient to meet community needs, whether library staff compensation and benefits are sufficient, and how libraries rely on volunteers.

We've created this **Get Ready** guide to help you complete the survey. In addition to this guide, we are also offering the following resources to support you in completing the survey:

- A live help session on Wednesday, July 19 at 9am where Constructive Disruption will walk through the survey, offering suggestions and tips for completion and answering questions. You can register at https://vtlib.libcal.com/event/10897289 for the live help session; a recording will be posted following the session.
- A compilation of [Frequently Asked Questions (FAQ)](#).
- Detailed guides for questions in [Section B: Staffing Levels and Compensation](#) and [Section C: Benefits](#).

You will need the following to successfully complete the survey:

- Collect your data ahead of time. We recommend you print out or review a [PDF copy of the survey](#); you may even want to write down your answers on the PDF copy of the survey to make it quicker to fill out online.
- At least one uninterrupted hour to fill your information into the survey — the state's survey platform does not allow the option for you to return to a partially completed survey. *Be sure to set aside time to work through the survey where you will not be interrupted by library patrons or library responsibilities.*

- You will most likely find it easiest to complete the survey on a desktop computer or laptop, rather than a smaller device, such as a phone or tablet.

Overall, we estimate it may take two to three hours to complete the survey, with much of this time dedicated to collecting the information needed in the survey.

The link to the survey will be included in the emails sent to each library director. Need the link to the survey re-sent? Please contact Constructive Disruption directly at stephanie@constructivedisruption.info or judah@constructivedisruption.info.

Data you'll need for the survey

Some of what you will be asked for will be familiar to you, as you are asked for the information as part of the annual public library survey. For example:
- Hours open per week and weeks open per year
- A list of staff positions in your library
- The job descriptions, including educational requirements; average weekly hours worked; average hourly rate; and average time in the position for each of those staff positions (see the FAQ for more detailed information)
- Detailed information about your volunteers, including the number of volunteers you have.

You'll also need information that you will likely have to obtain from whomever fulfills your human resources functions. That may be you, or a Board member, a Human Resources department, or a municipality. We understand some libraries have very limited support in this area, and encourage small library directors to talk with their trustees and town treasurers if they need information to complete the survey.

In particular, you will need relatively detailed information about the funding or coverage provided by the library/town/city as the employer:

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

You'll need this information for both full- and part-time staff.

Vermont Public Library Compensation and Staffing Survey: Frequently Asked Questions

Who is putting out the Public Library Compensation & Staffing Survey?

The Public Library Compensation and Staffing Survey is being organized and released by the [Working Group on the Status of Libraries in Vermont](#). The compensation and staffing survey is part of the Working Group's charge to study "staffing levels at Vermont libraries, whether staffing levels are sufficient to meet community needs, whether library staff compensation and benefits are sufficient, how libraries rely on volunteers, and what resources are available for workforce development and training of library staff." The survey is being released in partnership with the [Constructive Disruption](#) consultancy, who are responsible for facilitating the survey and analyzing the resulting data, and the Vermont Department of Libraries, which is providing access to its survey platform and administrative support for this project.

The survey questions were initially developed by the Working Group and revised in consultation with Constructive Disruption.

What will happen with the results of the survey?

The information each public library submits to the survey will be analyzed by Constructive Disruption and presented to the Working Group Chair and the full Working Group at its meeting in September 2023. The results will ultimately be included in the Working Group's report, scheduled to be delivered to House and Senate Committees on Education in late 2023.

What is the survey hoping to accomplish?

The Public Library Compensation and Staffing Survey is intended to be a comprehensive survey of compensation and staffing levels in municipal and incorporated public libraries in Vermont. The survey will benchmark current staffing and compensation levels at public libraries in Vermont to meet information needs identified by the Working Group.

The primary purpose of the survey and the resulting analysis and report is to inform recommendations from the Working Group to the State of Vermont legislature. The information from the survey and the Working Group's report may be used to aid public library boards in determining staffing levels and compensation in Vermont's public libraries.

The Working Group engaged an independent consultant in order to obtain reliable and statistically relevant data upon which the Working Group can base recommendations to the Vermont legislature related to:

- Current staffing levels at municipal and incorporated public libraries in Vermont.
- Current staffing compensation levels and benefits for the positions of interest at municipal and incorporated public libraries in Vermont.

Who should complete the Public Library Compensation and Staffing Survey?

The survey should be completed by the library director.

If you work together as a staff to collect information for the survey, the library director should be the one filling out the survey.

If a library does not answer the survey within the open survey period, Constructive Disruption may reach out to the library's Board of Trustees to complete the survey. Each library should only respond to the survey once.

Is the survey confidential?

Yes! While we are collecting specific details about your library to help ensure the diversity of libraries in our state are represented in the data collected, this information will not be shared.

The survey is in compliance with the salary survey "safety zone" guidelines established by the US Department of Justice and the Federal Trade Commission in 1996. Under these guidelines, information collected must be aggregated in such a way that an individual participant's answers can not be determined, so that data cannot be attributed in a way that reveals the original source of information.

What do I need to be ready to take the survey?

You may want to review our Get Ready guide, which goes over information you need to fill out the survey.

In brief:
- We recommend you print out or review a PDF copy of the survey and collect the data for your answers ahead of time. You may even want to write down your answers on the PDF copy of the survey to make it quicker to fill out online.
- Some questions in the survey require detailed information you may not have immediately available in your financial documents.
- If you're completing the survey in real time, remember:
    - You'll want to set aside at least an hour of uninterrupted time in order to fill in the survey.
    - If you leave the survey unfinished — for example, if you take a break of more than 10 minutes in the middle of filling it out — your survey will time out and you will have to start over.
    - You must fully complete the survey in one go and submit in order for your answers to be recorded.

We do not recommend simultaneously gathering information and filling out the survey, as many questions might require research and you will risk the survey timing out.

How long will it take to complete the survey?

Much of the time you will need to complete the survey is in gathering the information you'll need to input. We suggest setting aside two to three hours to gather the information, with that time spread over multiple days well ahead of when you plan to fill out the survey, as you may need to leave time to hear back from others with information you need.

We recommend setting aside one hour for the actual survey, so you have plenty of time to input the data and are able to fill out the survey without interruption.

What if I need help on specific questions in the survey?

We have guides for that! Please see:
- Detailed Guide to Section B: Staffing Levels and Compensation [link]
- Detailed Guide to Section C: Benefits [link]

What if I am not sure my survey went through, or I want to review my answers?

Once you complete and submit your answers to the survey, the person who submitted it will receive a copy of their submission via the survey platform. You may want to save this report, as it will be an excellent resource for questions you may have in the future about your staffing and benefits.

What else can I do to help with the Compensation and Staffing Survey?

After you fill out your library's survey, why not reach out to one or more colleagues to see if they have completed their survey? Hearing from each of our 185 public libraries in this study is important to ensure the findings are representative and useful as both a picture of the current state of staffing and compensation as well as for advocating in the future. The Working Group hopes to have an 80% response rate, so your help in supporting colleagues in other libraries to complete the survey is essential.

Who is Constructive Disruption?

[Constructive Disruption](#) is a woman-owned consultancy firm based in Portland, Oregon, which focuses on strategic planning, community engagement, needs assessment, evaluation efforts, organizational development, and change management.

The Public Library Compensation and Staffing Survey project is led for Constructive Disruption by Stephanie Chase and Judah Hamer. Longtime Vermont library staff may recognize these names — Stephanie and Judah were two of the founders of the [Green Mountain Library Consortium](#) , along with Lucinda Walker of Norwich Public Library.

Vermont Public Library Compensation and Staffing Survey
Detailed Guide to Section B: Staffing Levels and Compensation

In this section, you are asked about each *type* of position in your library, rather than each staff person. You're entering each staff member into the survey just once, in whichever staff classification category is the best fit. The "best fit" will be the area where they spend the majority of their work hours.

- What you'll need
- What if I have multiple people working in the same classification?
- What if I am not sure how long each staff person has worked at the library?
- If I, or one of my staff, fulfills multiple roles (such as the survey example of an Assistant Director who is also the Children's Librarian), am I including their hourly wage in the average for both positions?
- What if I have a staff person who fills two positions?
- What if I have a position that is filled by an independent contractor? For example, I pay my bookkeeper separately, but they are not considered a staff person?
- Do I list my Board of Trustees members in question 16?

What you'll need
You'll need to have a list of staff positions handy, plus the following details:
- Educational requirements (you should be able to find these in a job description or a recent job posting, if you do not have a job description)
- 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 people who have this position have been in it.

The survey asks for information about your bookkeeper or finance person as well as your custodian or facilities person; you may need to connect with your town or city for information on their education requirements.

What if I have multiple people working in the same classification?

You'll need to combine information if you have multiple people with positions in the same classification. For example, if you have three (3) Library Assistants/Library Clerks, you will want to:

- Check the education requirements for the position — not what level of education each staff person has;
- Add the number of hours each assistant/clerk works per week together into one large number and then divide that number by the number of assistant/clerk staff you have (in this example, 3);
- Add the hourly pay for each assistant/clerk and find the average by dividing by 3, the number of staff in the example;
- Add the number of years each assistant/clerk has been in the job and find the average by dividing by 3, the number of staff in the example.

For example, if Assistant/Clerk 1 works 15 hours a week, Assistant/Clerk 2 works 10, and Assistant/Clerk 3 works 7, you would add 15+10+7 for a total of 32, and then divide that by 3 to get an average of 10.6 hours a week. Round any number above .5 up to the next whole number, and .4 or below down to the next whole number. In this example, you would report 11 in the survey.

Next, if Assistant/Clerk 1 works is paid $13.25 an hour, Assistant/Clerk 2 is paid $14 an hour, and Assistant/Clerk 3 is paid $15.50, you would add 11.25+13+12.50 for a total of $42.75, and then divide that by 3 to get an average of $14.25 per hour. Do not round this figure; report it as is.

Complete the same process for the next question, adding up the number of years each staff member has been at the library and dividing by the number of staff. You should round the number up if it is over .5 (for example, enter 12 into the survey if your answer is 11.5 or higher) and round your number down if it is below (for example, enter 11 into the survey if your answer is 11.4 or less).

You will use your own figures to answer this question, adding up your typical hours, pay, and years and dividing by your number of staff in that classification.

What if I am not sure how long each staff person has worked at the library?

You may have this noted in your own staff personnel files, but if not, you'll want to reach out to whomever supports your payroll. That could be:

- a library or town Human Resources staff person or department
- whichever town department or staff person is responsible for employment records and payroll (start with your town treasurer and/or town clerk), or
- a Board designee.

If you're not sure, please ask your staff person — which you will want to do *before* you start to fill out the survey.

If I, or one of my staff, fulfills multiple roles (such as the survey example of an Assistant Director who is also the Children's Librarian), am I including their hourly wage in the average for both positions?

No. If you have a staff person whose duties are found across multiple classifications, choose the classification where they spend the <u>majority</u> of their time working.

For example:

- If the Assistant Director is also the Children's Librarian, they should be listed in the Assistant Director area if they spend the majority of their work hours on Assistant Director duties, but the additional comments should also include their duties as a Children's Librarian.
- If the staff person in this example spends the majority of their time doing work related to their Children's Librarian duties, the data should be listed in that classification, <u>even if their title is Assistant Director</u>.

What if I have a staff person who fills two positions?

If you have a single person who is <u>truly</u> filling two separate positions — positions you would post and fill separately if the current staff person left — you can list them separately in the survey.

What if I have a position that is filled by an independent contractor? For example, I pay my bookkeeper separately, but they are not considered a staff person?

Do not include independent contractors in the survey. There is wide variability about what may be independently contracted, ranging from specific programs to bookkeeping to custodial services. If independently contracted, these individuals are external partners, not staff of employees.

Do I list my Board of Trustees members in question 16?

No. You would not list the number of trustees or the hours they contribute.

Vermont Public Library Compensation and Staffing Survey

Detailed Guide to Section C: Benefits

In this section, you are asked about the various benefits your library (or your town or city) offers library staff. You will answer questions about both full- and part-time staff, and various kinds of benefits, including health, dental, leave (paid time off), retirement, and more.

You may need to work with whomever fulfills your human resources functions, whether that is you, a Board designee, your town treasurer, etc to answer the questions in this section. If you are unsure who to reach out to for this information, your Board chair, town clerk, or town treasurer may be a good starting point. For many, this section may be the most time consuming, because you are asked not only about benefits, but which staff are eligible.

- What you'll need
- Reporting eligible staff
- Reporting benefits coverage
- Question 9, other paid benefits or stipends

What you'll need
You'll need to have information, including costs and eligibility, on the following benefits:
- Health & dental benefits
- Leave (paid time off)
- Retirement plans
- Paid family leave
- Short- and long-term disability
- Unemployment insurance.

Reporting eligible staff
Questions 1d, 1f, 2c, 2e, 3c, 3f, 4b, 4c, 5c, 5e, 6c, 6e, 7c, and 7e ask how many full- and part-time staff are eligible for each benefit. Please be sure to reply with a

number — for example, if you have 3 full-time staff eligible, and the total number of full-time staff in your library is 3, please enter 3 rather than "all" or "everyone."

Reporting benefits coverage

For each type of benefit in this section, you are asked to report what portion is paid by the employer. Most individual libraries will not have this information on hand, so you will need to set aside time to connect with your local resources.

For health and dental benefits, you are asked to report the average percent of coverage paid by the employer for both full- and part-time staff (if applicable).

For paid leave/paid time off, you are asked to report the average number of paid leave hours for both full- and part-time staff (if applicable). Like the questions in section B, you will need to add up the leave for each eligible staff member and take the average.

For example, if you have two full-time staff who are eligible for paid leave, one with 2 weeks a year and one with 5, you would need to add those numbers together (7), multiply by the number of hours in a full-time week (which might be 32, 35, 37.5, or 40, depending on your organization and/or municipality), and then divide that resulting number by 2 to get the average number of annual paid leave hours. In this example, if full-time was 35 hours a week, the total number of paid leave hours would be 245, which would be divided by 2, the number of staff. The answer, 122.55, would be rounded up and reported as 123 hours.

For employer-paid retirement benefits, you are asked to report on both participation in VMERS (Vermont Municipal Employee Retirement system) and in a 401(k) or 403(b) for both full- and part-time staff (if applicable). You will need to know what percentage your organization or municipality is contributing to answer these questions.

For question 5, employer-paid family leave, you only need to complete the question if your organization or municipality has a local policy that provides a level of benefit higher than that available under State statutes.

For employer-paid short-term and long-term disability, you are asked to report the average percent of coverage paid by the employer for both full- and part-time staff (if applicable).

For employer-paid unemployment insurance, you simply need to know if the library and/or its municipality pay into Vermont's unemployment trust fund.

Question 9, other paid benefits or stipends

For the items in question 9, you need only to know if these benefits are available. You do not need to report who is covered by them or what level of coverage is supported.

Tuition remission means staff can have their own personal tuition for higher education or professional certifications for job-related courses, education, or certification paid or reimbursed by the employer.

Access to technology for personal use means the employer might pay for a mobile phone, mobile phone plan, tablet, laptop, wireless hotspot, etc that can be used for both personal and work-related needs. Technology stipend means you receive some kind of reimbursement or payment for such items, but it is your responsibility to purchase and/or maintain the technology.

Free beverages and snacks means these are available to you on a relatively ongoing or consistent basis, rather than by chance, at holidays, or for staff birthdays or celebrations. Do not check yes if the only option available to you consistently is a water cooler or bubbler or coffee in the break room.

Prepared in September 2023 by Constructive Disruption
Stephanie Chase and Judah Hamer