

# UVM ScholarWorks

## Adventures in Library Salary Surveys

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# Vermont Public Librarians' Salary & Benefits Survey, 2012

## 1. Introduction

Welcome to the Vermont Library Association's 2012 Public Librarians' Salary & Benefit Survey.

VLA's Personnel Committee is gathering data in order to study the status of salaries and benefits for public librarians throughout Vermont. We will report what we learn to VLA members and other interested parties. The information you provide is completely confidential, and we will not release statistics that reveal identity.

This survey seems to function best in Internet Explorer. If you have difficulties completing the survey, please let me know. The survey closes on MAY 6, 2012.

Thank you for participating!

Shara McCaffrey (St. Johnsbury Athenaeum), Chair  
smccaffrey@stjathenaeum.org

for the Personnel Committee:  
Amy Howlett (VT Department of Libraries)  
Stacey Knight (St. Michael's College)  
Scott Schaffer (University of Vermont)  
Laurel Stanley (Library Trustee, Pope Library )  
Lucinda Walker (Norwich Public Library)

## 2. Introduction (cont.)

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This survey is intended to gather data about PARAPROFESSIONALS and LIBRARIANS who are paid by Vermont public libraries. Choose the category that most closely parallels the work of your position. CUSTODIAL STAFF are not included in the survey.

## PARAPROFESSIONALS

Examples of paraprofessionals include, but are not limited to:

- the front line desk staff who checks out books, gives directions, and answers the phone
- the interlibrary loan staff who retrieves books, searches for holdings, and mails requests
- the support staff who provides basic help with computer questions
- the library assistant who unpacks and processes materials

Examples of the work paraprofessionals do:

- Helping the public locate items, find answers, and use technology in the library.
- Circulating materials with the libraries automated system
- Routine bookkeeping and tracking library expenses
- Training and supervising library shelvers, pages, and volunteers
- Contributing to staff discussions which define policy and procedure

## LIBRARIANS

Examples of public librarians include, but are not limited to:

- the director, who has the overall responsibility for managing the library
- the children's librarian, who manages programs, collections and services for children
- the reference librarian, who answers reference questions and oversees the reference collection
- the technology librarian, who manages the library database

Examples of the work librarians do:

- Recruiting, hiring, supervising, evaluating, and training staff
- Managerial work requiring more responsibility than paraprofessionals bear
- Developing the library's annual budget; then tracking and spending funds as allocated
- Participating fully in all board meetings; keeping board informed of trends and progress
- Serving as spokesperson for the library at public meetings, to the press

Having a professional degree or DOL certification does not determine whether an individual is a librarian or a paraprofessional. Use the examples and consider the library organization chart to decide which category you belong in. In Vermont libraries, professionals and paraprofessionals may work part time.

## 3. Introduction (cont.)

If you are NOT paid, please Exit this survey without submitting any data.

## 4. MULTIPLE LIBRARIES

**\* In how many Vermont public libraries do you work as a LIBRARIAN or PARAPROFESSIONAL?**

- One
- More than one

## 5. MULTIPLE LIBRARIES (cont.)

If you work as a librarian or paraprofessional in MULTIPLE Vermont libraries, please respond to this survey using data

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from one position, and then repeat the survey as many times as necessary. When you have completed the survey, you will be redirected back to the beginning.

Remember -- only respond to this survey about positions in which you are a LIBRARIAN or PARAPROFESSIONAL.

## 6. LIBRARY TYPE

**\* In what type of public library do you work?**

- Municipal
- Incorporated
- Public library located in a school building
- Not sure

## 7. PUBLIC LIBRARY LOCATED IN A SCHOOL

**\* Are teaching qualifications required by your position?**

- Yes
- No
- Not sure

## 8. POSITION

**Choose the category that most closely parallels the work of your position as described in the introduction.**

- Librarian
- Paraprofessional

## 9. PROFESSIONAL DATA

**\* How many years have you been working in libraries?**

**\* How many years have you been in your current position?**

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## \*Which of the following best describes your title or main area of responsibility?

- One-Person Library
- Director
- Assistant Director
- Adult Services
- Youth Services
- Reference
- Technical Services
- Systems & Technology
- Interlibrary Loan
- Other (please specify)

## How many individuals do you supervise?

Librarians

Support Staff

Volunteers

## \*What is the highest level of education you have attained?

- high school
- some college
- associate's degree
- bachelor's degree
- master's degree
- doctoral degree

## Have you earned the following? (check all that apply)

- Master of Library Science or the equivalent
- VT Department of Libraries public library certificate

## \*Is a college degree required by your position?

- yes
- no

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**\*Is the Master of Library Science degree or its equivalent required by your position?**

- yes
- no

## 10. BENEFITS - PAID TIME OFF

**\*"Consolidated leave" is combined paid time off for vacation, illness, or personal time.**

**Does your library offer consolidated time, or is paid time off tracked separately?**

- Consolidated leave
- Not eligible for any paid time off
- Vacation / sick time / personal time tracked separately

## 11. BENEFITS - CONSOLIDATED LEAVE

**\*How many days of consolidated leave per year are offered to you?**

## 12. BENEFITS - VACATION

**\*Are you eligible for paid vacation leave as a separate benefit?**

- Yes
- No
- My library does not offer

## 13. BENEFITS - VACATION (cont.)

**\*How many days of paid vacation per year are offered to you as a separate benefit?**

## 14. BENEFITS - SICK LEAVE

**\*Are you eligible for sick leave as a separate benefit?**

- Yes
- No
- My library does not offer

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## 15. BENEFITS - SICK LEAVE (cont.)

**\*How many days of sick leave per year are offered to you as a separate benefit?**

## 16. BENEFITS - PERSONAL TIME

**\*Are you eligible for personal time as a separate benefit?**

- Yes
- No
- My library does not offer

## 17. BENEFITS - PERSONAL TIME (cont.)

**\*How many days of personal time per year are offered to you as a separate benefit?**

## 18. BENEFITS - MEDICAL INSURANCE

**\*Are you eligible for medical insurance through your library?**

- Yes
- No
- My library does not offer

## 19. BENEFITS - DENTAL INSURANCE

**\*Are you eligible for dental insurance through your library?**

- Yes
- No
- My library does not offer

## 20. BENEFITS - VISION INSURANCE

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**\*Are you eligible for vision insurance through your library?**

- Yes
- No
- My library does not offer

## 21. BENEFITS - LIFE INSURANCE

**\*Are you eligible for life insurance through your library?**

- Yes
- No
- My library does not offer

## 22. BENEFITS - DISABILITY INSURANCE

**\*Are you eligible for disability insurance through your library?**

- Yes
- No
- My library does not offer

## 23. BENEFITS - RETIREMENT

**\*Are you eligible for a retirement plan through your library?**

- Yes
- No
- My library does not offer

## 24. BENEFITS - RETIREMENT (cont.)

**\*Does your employer contribute to your retirement plan?**

- Not sure
- Yes
- No

## 25. BENEFITS - RETIREMENT (cont.)

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**What is the standard or maximum employer contribution? (This is usually a percentage of your salary.)**

## 26. PROFESSIONAL DEVELOPMENT

**\* Does your library support your professional development? Please check all that apply.**

|  | Yes                   | No                    | Not sure              | My library does not offer |
|--|-----------------------|-----------------------|-----------------------|---------------------------|
| Paid professional memberships            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     |
| Paid conference registration             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     |
| Paid professional courses                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     |
| Travel expenses                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     |
| Paid time to attend meetings             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     |
| Paid time to attend workshops or courses | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     |

**Do you have any comments you would like to share about the benefits package your library offers?**

## 27. SALARY

Remember, this information will remain confidential. The survey can only be as accurate as the information you provide. Thank you for taking care with your answers.

**\* What is your annual salary OR hourly wage?**

**(You needn't provide both figures, just one or the other.)**

per year

per hour

**\* How many paid hours do you work in a typical week?**

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**\*What is the name of your library? NOTE: This information is strictly confidential, and is necessary for us to report aggregate - and therefore anonymous - data.**

## 28. RAISE LAST YEAR

**Did you receive a pay increase THIS year over LAST year?**

- Yes
- No
- Not sure

## 29. RAISE LAST YEAR (cont.)

**What was your pay increase?**

**Please provide a percentage increase OR a dollar amount.**

Percent increase

Dollar increase

## 30. RAISE NEXT YEAR

**Do you anticipate that you will receive a pay increase NEXT year?**

- Yes
- No
- Not sure

## 31. DIRECTOR / TOP ADMINISTRATOR

**\*Are you the director / top administrator in your library?**

- Yes
- No

## 32. INSTITUTIONAL DATA

The following questions should be answered only by the director / top administrator of the library.

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**\*What is your library's total service population, as reported on this year's application for the VT Department of Libraries Minimum Standards for Vermont Public Libraries (question 2a.ii)?**

**\*What is your library's total annual budget, including personnel, materials, and operating budget, for the current year?**

**\*How many hours per week do LIBRARIANS (with or without the MLS or DOL certification) work in your library?**

**Please use the same formula as the VT Department of Libraries annual statistical report (question 2b), but supply current data.**

**\*How many hours per week do ALL PAID STAFF MEMBERS work in your library?**

**Please use the same formula as the VT Department of Libraries annual statistical report (question 2b+c), but supply current data.**

**\*How many hours per week do ALL VOLUNTEERS work in your library?**

### 33. THANK YOU!

Thank you for completing this survey!

For those who work in only ONE library --

click on DONE and you are finished. Although you might be redirected to the beginning of the survey, your data has been saved so you can simply close the survey window (i.e., X it out).

For those who work in MULTIPLE libraries --

click on DONE and you should be redirected to the beginning of the survey. (If you are not, please contact Shara McCaffrey, Chair, VLA Personnel Committee, [smccaffrey@stjathenaem.org](mailto:smccaffrey@stjathenaem.org)). Please complete the survey again, supplying the appropriate data for your other position/s. When you have responded for all of your positions and clicked on DONE the final time, you can simply close the survey window (i.e., X it out).